Date:

Dear employees,

It is to inform you that our company ABC Limited has decided to launch a new vehicle policy, which will be effective from 1st October 20XX.

We value our employees like our assets, and we always try to facilitate them in the best manner possible. In view of that, we are offering free transport to our employees. We have bought few vans and hired few drivers. Any employee, who wants to avail of this facility can contact the HR department.

However, this new policy has replaced the old policy of allowance for transport. If any employee is going out of the city for official work only, he will be getting a travel allowance, and within the city traveling there is no allowance anymore. Nevertheless, any employee who wants to benefit from this new transport facility can do so without any charges.

We want you to come fresh, without driving in the peak hours. In addition, we have launched this new policy to help you save your fuel cost.

Our employees are our biggest resource.

Thank you!

Regards,

Martha Watson.