** EMPLOYEE / VOLUNTEER TRAVEL SURVEY EMAIL TEMPLATE**

Third Sector and Community Outreach

Employee / Volunteer

Travel Survey Email Template

*The following email template is designed to send to your team alongside the Employee Travel Survey document/online form.*

*You can use it as the foundation for communications with your team and it can be easily modified to make it relevant for your specific sustainability goals.*  

Hi [*Employee/Volunteer Name],*

We’re looking at how we travel for work, whether it’s the daily commute or business trips, to see if there are opportunities for us to improve our environmental impact.

Commuting and business travel can impact on our carbon footprint, and we’re keen to understand more about how we can reduce our carbon emissions.

To do this, we need your input! We’ve put together a quick survey to understand how you currently travel and where we can make positive changes. It won’t take more than [X] minutes, and your feedback will help us explore ways to reduce our carbon footprint while making travel easier for everyone.

[*Insert Survey Link Here/Attach Survey*]

By taking part, you’ll be helping us make smarter choices that benefit both the planet and our team. Please complete this survey by *[XXX DATE*].

Thanks in advance for sharing your thoughts—we really appreciate it!

Thanks,  
[*Your Name*]