



Sample Memo to Employee (instructions to complete survey)

Date:

To: <employee's name or all employees>

From: <your name or department manager>

Re: Commute Trip Reduction Surveys due <date>

As a major employer in Spokane County, <employer name> is committed to providing a commute trip reduction program that will meet the needs of employees and achieve the goals of the Washington State Commute Trip Reduction (CTR) Law. One of the elements of the law requires us to survey our employees about commute habits and work schedule.

Please take a few moments to complete all the questions on the enclosed CTR Employee Questionnaire. Your answers will help us better understand your transportation needs and allow us to enhance the effectiveness of our Commute Trip Reduction program.

Survey Instructions (Please read carefully!):

1. Answer each question by completely blackening the appropriate "bubble" with a **No. 2 pencil**.
2. Do not fold, staple, tear, paper clip or get the survey wet.
3. Return your completed survey to <name> by <date>.
4. Your name will be marked off the list of employees who received a survey.

Thank you for your support. Please call me if you have any questions about the survey or suggestions for our commute trip reduction program. I can be reached at <phone number>.

(optional for worksite-sponsored prize drawing/promotion):

If you return your completed survey to me by < >, you will <win/be eligible to win> a <incentive/prize name>.