

Welcome to Your Commuter Guide

Dear [Recipient Name],

Welcome to the team! To help you settle in, we have put together this guide to assist you with your daily commute to our office located at [Office Address].

Public Transportation Options

- **Train/Metro:** The nearest station is [Station Name], located [Number] blocks away. It is served by the [Line Name/Color].
- **Bus:** Routes [Route Numbers] stop directly in front of the building at [Stop Name].
- **Shuttle:** A company shuttle runs from [Location] every [Number] minutes during peak hours.

Commuter Benefits

We offer the following programs to support your travel:

- Pre-tax transit pass deductions.
- Monthly subsidies for public transport users.
- Bicycle storage and shower facilities located at [Location].

Parking and Driving

If you prefer to drive, parking is available at [Parking Lot Name]. Please note that [mention if permits are required or if there is a daily fee]. We also encourage carpooling through our internal [Platform Name] app.

Helpful Resources

For real-time updates, we recommend downloading the [App Name] or visiting the [Transit Authority Name] website.

If you have any questions regarding your commute or our benefits, please reach out to the Facilities or HR team.

Safe travels,

[Your Name/Department]
[Company Name]