
Example intranet article – personal deliveries

We are looking to reduce the amount of personal items delivered to our office, and are asking you to play your part by getting personal items delivered to your home or a collection point near or on your way home.

This will help ease traffic congestion and improve London's air. It is just one of the ways in which we are supporting the Mayor's ambitious Healthy Streets programme, making London better for everyone.

Much of the pollution in our city is caused by the large number of delivery vehicles on London's roads. Vans are one of the fastest growing types of traffic.

SENIOR MEMBER OF ORGANISATION, said: 'We all have a role to play in making our roads cleaner, safer and more pleasant, so I'm asking you to have your personal deliveries sent to your home or a collection point near where you live.'

'We will support other employers in the area to take the same approach on personal deliveries because, acting collectively, we will make a real difference to London by making our streets healthier and less congested.'

From today, you should try to find alternatives to the office when getting your personal items delivered; this may include getting it delivered to your home or to a click and collect point close to home.

From XX DATE, we will be keeping track of all personal deliveries. We are asking for your full cooperation on this; not only will you be helping our city but it will also help keep our costs down which can be better spent elsewhere.

Thank you,

SENIOR MEMBER OF ORGANISATION

