
Guidance email text to employees

From: Senior Manager

Subject: Changing our personal delivery habits

We all like online shopping. It's quick, easy and convenient. Getting a delivery sent to work makes sense when you know you may not be at home to receive it, and there's always someone at work who can take receipt.

A staggering 40 per cent of deliveries to businesses in central London are personal items. Our organisation has noticed a significant increase in recent years as colleagues have been taken away from their work duties to handle and process these parcels. What's more, all these individual deliveries are making road congestion and air quality worse in our area, as well as costing us money.

Making a few small changes can help make our working environment and city a better place as well as supporting our finances.

Use click and collect services closer to your home, where parcels are left for you at shops, post offices or locker boxes. This means you won't have to commute with your parcels.

[Space for promotion of business improvement district/business-specific initiatives/incentives]

We are keen on getting these numbers down and will be monitoring the amount of deliveries coming into our offices going forward, and will share our findings in due course.

Thank you in advance for your co-operation.

If you have any queries please contact xxxxxx

