

MEMORANDUM

To: All Employees

From: [Your Name]

Date: [Insert Date]

Subject: Recycling Program Guidelines

Dear Team,

As part of our commitment to sustainability, we are excited to announce the launch of our new Recycling Program. To ensure everyone is on the same page, we have outlined the guidelines below:

Recycling Guidelines:

- All paper products (newspapers, office paper, etc.) should be placed in the designated paper recycling bins.
- Plastics labeled #1 and #2 can be recycled; please rinse before disposing.
- Glass containers may be recycled but must be emptied and free from food residue.
- No hazardous materials (batteries, electronics) can be placed in recycling bins.

Please familiarize yourself with these guidelines and make a conscious effort to participate in our recycling efforts. Together, we can make a difference!

Thank you for your cooperation.

Best,

[Your Name]

[Your Job Title]