

Reinforcement of Recycling Policies

Date: [Insert Date]

To: [Employee/Team Name]

From: [Your Name/Your Position]

Dear [Employee/Team Name],

As part of our ongoing commitment to sustainability and environmental responsibility, we would like to take a moment to reinforce our recycling policies and encourage effective recycling habits among all staff members.

It is crucial that we all adhere to the following guidelines:

- Only recyclable materials such as paper, cardboard, plastics (#1 and #2), and metals should be placed in the recycling bins.
- Please ensure that all items are clean and free from food residues before recycling.
- Non-recyclable items, such as plastic bags and certain types of containers, should be disposed of in the trash.
- Participate in our monthly recycling workshops to stay informed about best practices.

By following these guidelines, we can reduce waste and contribute to a healthier planet. We appreciate your cooperation and dedication to these important efforts.

If you have any questions or suggestions regarding our recycling policies, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]