

# Dear [Employee/Team Name],

We are committed to promoting sustainability within our organization and ensuring that our recycling processes are as effective as possible. This letter outlines our updated recycling procedures to enhance our environmental efforts.

## Recycling Procedures:

1. **Sorting:** Please ensure that all recyclable materials are properly sorted. Acceptable items include paper, cardboard, plastics marked with recycling symbols 1 and 2, and metals.
2. **Contamination:** Avoid contaminating recyclables with food waste or non-recyclable materials. Rinse containers before disposal.
3. **Drop-off Locations:** Utilize designated recycling bins located in each department. Ensure bin lids are closed to prevent blowing debris.
4. **Education:** Participate in monthly sustainability workshops to stay informed about best recycling practices and any updates to our policies.

By following these procedures, we can work together to reduce waste and promote a sustainable environment. Your cooperation is vital in making our recycling efforts successful.

Thank you for your commitment to sustainability.

Sincerely,

[Your Name]

[Your Position]

[Company Name]