

Internal Memo

Date: [Insert Date]

To: All Staff

From: [Your Name], [Your Position]

Subject: New Eco-Friendly Practices

Dear Team,

As part of our ongoing commitment to sustainability and reducing our environmental footprint, we are excited to introduce new eco-friendly practices within our organization.

Starting [Insert Start Date], we will be implementing the following initiatives:

- Reduction of paper usage by encouraging digital documentation.
- Introducing recycling bins throughout the office space.
- Switching to energy-efficient lighting in all common areas.
- Organizing monthly team clean-up events to enhance our outdoor spaces.

We encourage all employees to actively participate and share any additional ideas on how we can further enhance our eco-friendly efforts.

Thank you for your cooperation and commitment to making our workplace more sustainable.

Best regards,

[Your Name]

[Your Position]