

Recycling and Disposal Procedures

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Recycling and Disposal Procedures

Dear [Recipient Name],

As part of our commitment to sustainability and environmental responsibility, we have established new recycling and disposal procedures that all employees must follow. These procedures are designed to ensure that we minimize waste and dispose of materials in an eco-friendly manner.

Recycling Procedures:

- Paper and Cardboard: Please place all recyclable paper and cardboard in designated bins located in each department.
- Plastic: Only recyclable plastics marked with the recycling symbol can be placed in the recycling bins.
- Electronics: For electronic equipment disposal, please use the designated e-waste drop-off location.

Disposal Procedures:

- Hazardous Waste: All hazardous materials must be reported to the facilities manager for proper disposal.
- Non-recyclable Waste: Please dispose of non-recyclable waste in the designated trash bins.

We appreciate your cooperation in implementing these procedures. Together, we can make a positive impact on our environment.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]