

Notice of Changes in Waste Management Procedures

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of important changes to our waste management procedures that will be effective starting [Insert Effective Date]. These changes aim to enhance our environmental sustainability efforts and improve overall waste processing.

Key Changes:

- Introduction of new sorting guidelines for recyclable materials.
- Implementation of a bi-weekly collection schedule for organic waste.
- Enhanced training sessions for staff on waste segregation practices.
- Updated disposal protocols for hazardous materials.

We appreciate your cooperation and support in adjusting to these new procedures. If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]