

Recycling Compliance Reminder

Dear [Employee/Team/Department Name],

This is a reminder regarding our recycling compliance requirements. As part of our commitment to sustainability, it is essential that we adhere to the recycling guidelines set forth by our company and local regulations.

Please ensure that:

- All recyclable materials are properly sorted and placed in the designated recycling bins.
- Contaminated items such as food wrappers or straws are not placed in the recycling containers.
- You report any overflowing bins or contamination issues to the facilities team.

Thank you for your cooperation in helping us maintain a sustainable work environment.

Best regards,

[Your Name]

[Your Position]

[Company Name]