



Sample kick-off email memo to employees

As of [DATE], [BUSINESS NAME] recycles!

On [DATE], [BUSINESS] will begin a new office recycling program. We are excited to launch this new program, which will help us divert waste and do our part to reduce our impact on the local community.

The recycling program is simple and straightforward – and it will require a few small changes in our daily habits.

Work stations. Each of you will have a new blue recycling container located at your work area.

Common areas. We are also placing [COLOR] containers in the [KITCHEN, LUNCH ROOM, CAFETERIA, CONFERENCE ROOMS, OTHER SPECIFIC SITES].

Please make an extra effort to recycle the following items commonly found in our office:

- Paper of any kind (newspaper, printer paper, magazines, letters)
- Cans (beverage, soup, etc.)
- Cardboard of any kind
- Plastic containers marked #1 - #7 (no plastic bags or Styrofoam)
- [OTHER ITEMS]

On [DATE] we will hold a series of brief 15 minute recycling program orientation meetings for all employees in [PLACE]. Sessions will run [DETAILS].

The success of the program is on all of our shoulders! [BUSINESS] remains committed to environmental stewardship and leading by example. Thank you in advance for your support. If you have any questions, please direct them to [PERSON].