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Subject: Office Recycling Program: Rollout, House, Recycle!
Date: April 25, 2020

Dear Team,

As our ongoing commitment to environmental sustainability, we designed to announce the launch of our new Office Recycling Program. This initiative aims to reduce our ecological footprint, promote responsible waste management, and create a greener workplace for all.

Background

Over the past few months, our Sustainability Committee has worked diligently to create an effective initiative. An environmental impact assessment revealed that a significant portion of our office waste can be recycled, reducing landfill waste. This program promotes responsible waste management within our organization.

Program Objectives

The Office Recycling Program has three primary objectives:

- **Reduce Waste:** Minimize the amount of waste sent to landfill by recycling materials that can be reused or repurposed.
- **Promote Recycling:** Encourage employees to actively participate in the recycling program by providing convenient recycling stations throughout the office.
- **Save Resources:** Educate our team about the importance of recycling and its positive impact on the environment.

Recycling Stations

We have placed designated recycling stations on each floor of our office, near the entrance and printer areas. These stations will be clearly labeled for specific types of recyclable materials, including:

- Paper and Cardboard
- Plastic Bottles and Containers
- Electronics Cables
- Glass Bottles

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