GREEN THE OFFICE

Sample Announcement Email

Hello!

We have some exciting news to share with you. *Your company* has partnered with Waste Management to provide our office with single stream recycling service.

You may be asking yourself, 'what is single stream recycling?'

Single stream recycling is a technology that will allow us to place all recyclables – such as fiber (newspaper, office paper and cardboard) and non-fiber (plastic bottles, steel and aluminum cans) – into a single container. The recyclables are then collected, processed and remarketed.

It is simple and it means that we will be minimizing our waste and therefore our impact on the environment. *Your company* is committed to sustainability and is looking to you, our employees, and partners in sustainability, to help make our new recycling program a success.

Waste Management's Green the Office program will provide the basic tools to help us get our office recycling program started and tips on how to ensure its success.

Keep your eyes out for more information! In the meantime, if you have any questions, please feel free to contact us at *your phone number/email*.