

WE RECYCLE!



[Company name] is proud to announce we have recently begun a company-wide recycling program.

Each office and copy area has been equipped with a desk-side recycling bin for mixed office paper. This will allow us to recycle copy/printer/notebook/scratch paper, envelopes, brochures, posters, etc. In addition, break rooms have been equipped with receptacles for paper and containers such as pop and water bottles and soda cans.

Our goal is to recycle [XX] pounds of paper by [DATE], which is the equivalent of saving [XX] trees. And to recycle XX pounds of plastic and aluminum containers, which is the equivalent of saving [XXXX].

Please contact [XXXX] if you have any questions. Thank you for your cooperation.

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