

Date: [Insert Date]

To: All Residents, Staff, and Visitors

From: [Facility Management/Name of Department]

Subject: IMPORTANT: Changes to Facility Waste Disposal Policy

Dear Stakeholders,

This letter serves as formal notification regarding updates to our facility's waste disposal policy, effective as of [Insert Effective Date]. These changes are being implemented to improve environmental sustainability, ensure regulatory compliance, and maintain the cleanliness of our premises.

Key Changes Include:

- **Sorting Requirements:** All waste must now be separated into three categories: Recyclables, Organic Waste, and General Trash.
- **Designated Collection Points:** Waste must only be deposited in the color-coded bins located at [Insert Locations].
- **Prohibited Items:** Items such as batteries, electronics, and hazardous chemicals are strictly prohibited from general bins. Please use the specialized disposal station at [Insert Location].
- **Collection Schedule:** Waste pickup will now occur on [Insert Days] at [Insert Time].

Please ensure that you familiarize yourself with the new signage posted throughout the facility. Proper adherence to these guidelines is mandatory for everyone using the site. Failure to comply may result in [Insert Consequence/Fine].

We appreciate your cooperation in helping us maintain a cleaner and safer environment. If you have any questions regarding these changes, please contact the Facility Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name]
[Your Title]
[Facility Name]