

OFFICIAL NOTICE

Date: [Insert Date]

To: All Residents/Employees/Tenants

Subject: Implementation of New Waste Management Procedures

Dear [Recipient Name/Stakeholders],

This letter serves as official notification regarding the updates to our waste management and disposal procedures. These changes are designed to improve efficiency, ensure environmental compliance, and maintain the cleanliness of our premises.

Effective Date: [Insert Start Date]

Key Changes Include:

- **Waste Segregation:** All waste must now be separated into the following categories: [e.g., General Waste, Recyclables, Organics, Electronics].
- **Collection Schedule:** Pick-up times have been adjusted to [Insert Days/Times].
- **Designated Disposal Areas:** All refuse must be placed in the newly labeled bins located at [Insert Location].
- **Prohibited Items:** Items such as [Insert Prohibited Items, e.g., batteries, chemicals] are strictly prohibited from standard bins and must be disposed of via [Insert Special Instructions].

Action Required:

Please ensure that all staff/residents are briefed on these protocols. Failure to comply with these new procedures may result in [Insert Consequences, e.g., service disruptions or fines].

Detailed guidelines and updated signage will be posted at all disposal points. If you have any questions regarding these changes, please contact [Insert Department Name] at [Insert Phone Number/Email].

Thank you for your cooperation in making our waste management system more sustainable.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]