



## INTRODUCTORY EMAIL

*We are glad to have your organization join Recycle More At Work! The first step is to notify employees about your organization's involvement in this initiative. We recommend the following email message be distributed organization wide. It is written to be sent by the head of your organization. If the Recycle More At Work coordinator sends the email, please alter the third paragraph accordingly.*

Subject: Introducing Recycle More At Work

I'm proud to announce that *(name of organization)* is banding together with businesses, organizations and local governments across the Kansas City region to increase our recycling and waste reduction through Recycle More At Work.

Soon, you'll notice Recycle More posters around our workplace to remind you that if we all make small changes, the result can be big. Please take a moment to read them and learn what you can do to recycle more.

You'll also receive periodic messages from *(name of coordinator)*, our Recycle More At Work coordinator, asking each of you to do your part to help make [organization] a recycling champion.

I'm committed to Recycle More, and I'm proud our organization has joined the campaign. So let's get started!

(Name)

(Title)