Sample Email Template

Paste the below text into an email and send it to employees to introduce your new Shred-it service.Attach the PDF provided titled “Shred Email Attachment” and post it near the locations of the Shred-it containers to educate employees on what does and does not go in the bin.

Subject line: Introducing Shred-it Document Destruction

Effective <insert date here>, we will be working with Stericycle to provide Shred-it secure information security services. The containers will be placed in high-traffic areas where paper waste and confidential documents are produced and will help us in our ongoing efforts to increase the protection of confidential business information, while also helping to protect the environment by encouraging proper disposal of business documents.

Please dispose of all sensitive and confidential materials in the Shred-it containers and not in trash cans or recycling bins. A Shred-it representative will service the containers on a regular basis, and all materials will be securely shredded and recycled. By following this paper disposal process, you will help us ensure all confidential company, customer, and employee information is kept private.

Examples of sensitive and confidential documents that should be shredded are outlined in the attached PDF.

Please feel free to reach out to me if you have any questions about our new Shred-it information destruction program.

Sincerely,

<First and Last Name>