## horizontal line**Employee Bathroom Memo**

**MEMORANDUM**

#### **To:**

All Employees

#### **From:**

[Manager's Name/Department]

#### **Date:**

[Current Date]

#### **Subject:**

**Proper Use of Employee Bathrooms**

### **Introduction**

We are committed to maintaining a clean and hygienic workplace for all employees. In line with this commitment, we wish to remind everyone about the proper use and maintenance of the employee bathrooms.

### **Main Message**

To ensure a clean and comfortable environment, please adhere to the following guidelines:

* **Flush Toilets Properly:** Ensure the toilet is flushed after use.
* **Dispose of Waste Correctly:** All waste should be disposed of in the designated bins, not flushed down the toilet.
* **Maintain Cleanliness:** Clean up after yourself to keep the bathroom tidy for the next user.
* **Report Issues:** Inform [Facility Management/HR] of any maintenance or cleaning issues immediately.

### **Conclusion**

Your cooperation in maintaining a clean bathroom environment is appreciated. Let’s all do our part to ensure a pleasant and hygienic workplace for everyone.

Thank you for your attention.

**[Manager’s Name]**[Manager’s Position]  
[Contact Information]