
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]