**Subject: We’ve Started Collecting Old Workwear via the Green Gear Alliance!**

Dear colleagues,

We’re proud to announce that our company has joined as a **collection partner of the Green Gear Alliance (GGA)** – a circular initiative committed to the responsible collection and recycling of **workwear, safety shoes, and personal protective equipment (PPE)**.

Starting this week, we’ve officially begun collecting these materials. Together, we’re contributing to a more sustainable future and giving our used company gear a second life.

**How does it work?**

**BigBag Placement**  
Please note: BigBags must always be placed on a pallet before filling and collection.  
Assembly instructions for the BigBag holder: <https://www.youtube.com/shorts/I08L8pdF23k>

👕 **What can you hand in?**

* Worn-out or discarded workwear
* Safety shoes
* PPE such as helmets, gloves, goggles, etc.

📍 **Where can you hand it in?**  
The collection BigBag(s) are located at [insert location, e.g. the logistics department or near the staff entrance].

🕒 **When?**  
Items can be handed in during regular working hours.

♻️ **What if the BigBag is full?**  
Register the return via the dashboard: <https://www.greengearalliance.eu/mijn-account/>  
The Green Gear Alliance ensures safe and sustainable processing. Where possible, materials are reused or recycled into new raw materials. You’ll receive an impact update.

**Why are we doing this?**  
By participating in this initiative:  
✅ We reduce textile and material waste  
✅ We increase circularity within our sector  
✅ We actively contribute to corporate social responsibility

Do you have questions or suggestions? Please contact [insert contact person or department].

Thank you for your commitment and involvement!

Kind regards,  
[Your name]  
[Your position]  
[Company name]

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