

Smoking Policy Acknowledgment Request

Dear [Employee's Name],

We are committed to maintaining a safe and healthy work environment for all employees. To that end, we have implemented a smoking policy that outlines our organization's stance on smoking within the workplace.

Please find the attached smoking policy document for your review. We kindly request that you acknowledge receipt and understanding of this policy by signing the acknowledgement form included.

Thank you for your attention to this important matter. Your cooperation is greatly appreciated.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]