

Smoking Policy Enforcement Reminder

Date: [Insert Date]

To: [Employee/Staff Name]

From: [Your Name]

Subject: Reminder of Smoking Policy Enforcement

Dear [Employee/Staff Name],

This is a friendly reminder regarding our company's smoking policy that has been established to promote a healthy working environment for all employees.

As a reminder, smoking is prohibited in all company buildings and vehicles, as well as within [specific distance, e.g., 25 feet] from entrances, exits, and windows. We appreciate your cooperation in adhering to this policy to ensure the comfort and well-being of all staff members.

Please be aware that violations of this policy may result in disciplinary action as outlined in our employee handbook.

If you have any questions or need further clarification regarding the smoking policy, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]