

# Notice of Smoking Policy Enforcement

Date: [Insert Date]

To: All Staff and Visitors

Dear All,

This letter serves as a reminder of the smoking policy that has been implemented in our facility. We are committed to providing a safe and healthy environment for all employees and visitors. Therefore, we would like to reiterate the following points regarding smoking within our premises:

- Smoking is strictly prohibited inside all indoor areas of the facility.
- All staff and visitors must adhere to the posted signage regarding smoking restrictions.

Failure to comply with this policy will result in disciplinary action, including warnings and potential fines. We appreciate your cooperation in maintaining a healthy atmosphere for everyone.

If you have any questions or require further information, please feel free to contact the facility management.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Facility Name]

[Contact Information]