

Hospital Smoking Policy Enforcement

Date: [Insert Date]

To: [Recipient's Name]

From: [Hospital Administration]

Subject: Enforcement of Smoking Policy

Dear [Recipient's Name],

This letter serves as a formal reminder regarding our hospital's smoking policy which is crucial for maintaining a healthy environment for patients, staff, and visitors.

As outlined in our policy, smoking is strictly prohibited within and around the hospital premises. This includes all indoor and outdoor areas, entrance ways, and parking lots. We appreciate your cooperation in adhering to this policy, as it is designed to protect the health of all individuals on our campus.

We would like to remind you that violation of this policy may lead to disciplinary action, including a verbal warning, written warning, or further consequences depending on the severity of the violation.

Thank you for your understanding and support in creating a healthier hospital environment.

Sincerely,

[Your Name]

[Your Position]

[Hospital Name]

[Contact Information]