

# Workplace Smoking Policy Enforcement

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Enforcement of Workplace Smoking Policy

Dear [Employee Name],

This letter serves as a formal reminder of our company's smoking policy, which is designed to ensure a safe and healthy work environment for all employees. According to our policy, smoking is prohibited in all indoor areas and specific outdoor areas of the workplace.

We have recently observed instances where smoking regulations have not been followed. It is imperative that all employees adhere to these guidelines to maintain the integrity of our workplace environment.

Effective immediately, any further violations of the smoking policy may result in disciplinary action. We understand that adjustments may be necessary, and we encourage you to reach out for any support needed to comply with this policy.

Thank you for your attention to this important matter. We appreciate your cooperation in maintaining a healthy workplace for everyone.

Sincerely,

[Manager/Supervisor Name]

[Job Title]

[Company Name]

[Contact Information]