

Letter of Appreciation

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Subject: Appreciation for Adhering to the No Smoking Policy

Dear [Employee Name],

We would like to take this opportunity to express our sincere appreciation for your commitment to our no smoking policy.

Your adherence not only contributes to a healthier workplace environment but also sets a positive example for your colleagues.

Thank you for being a responsible and health-conscious member of our team. We value and commend your continued support in promoting a smoke-free workplace.

Warm regards,

[Your Name]

[Your Position]

[Company Name]