

No Smoking Policy Feedback Request

Dear [Staff Name],

As part of our commitment to maintaining a healthy workplace, we recently implemented a No Smoking Policy. We value your input and would like to hear your feedback regarding this policy.

Please take a moment to share your thoughts on the No Smoking Policy, including any challenges you may have faced and suggestions for improvement. Your feedback is crucial in helping us ensure a positive environment for all employees.

You can send your feedback directly to [Email Address] by [Deadline Date].

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]