

# Reminder: No Smoking Policy

Dear Team,

This is a friendly reminder about our company's no smoking policy. As a workplace, we strive to provide a healthy and safe environment for all our employees.

Please remember that smoking is prohibited in all indoor areas and within 25 feet of building entrances. This policy helps ensure the well-being of everyone in our community.

If you have any questions regarding this policy, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]