

Notification of Indoor Smoking Policy Amendment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of an important amendment to our Indoor Smoking Policy that will take effect on [Effective Date]. In our ongoing efforts to promote a healthier environment for all employees and visitors, we have made the following changes:

- Smoking is now prohibited in all indoor spaces, including common areas and individual offices.
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- All employees and visitors are expected to comply with this policy to ensure the well-being of our community.

We appreciate your understanding and cooperation in implementing this amendment. Should you have any questions or require further information, please do not hesitate to contact [Contact Person] at [Contact Number] or [Contact Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]