

Date: [Insert Date]

To: All Employees, Visitors, and Contractors

Subject: Notice of Smoking Prohibition Policy Implementation

Dear All,

Please be advised that [Company/Organization Name] is committed to providing a safe and healthy environment for all staff and visitors. Effective [Insert Effective Date], a formal smoking prohibition policy will be implemented throughout the premises.

Policy Details:

- Smoking and the use of electronic cigarettes (vaping) are strictly prohibited inside all company buildings, including offices, hallways, restrooms, and breakrooms.
- This prohibition extends to [Insert specific areas, e.g., company vehicles, parking lots, or within 25 feet of entrances].
- Designated smoking areas [Choose one: are not provided / are located only at [Insert specific location]].

Purpose:

This policy is being introduced to ensure compliance with [Local/State] health regulations and to promote a clean and smoke-free workplace. All employees are expected to adhere to this policy. Failure to comply may result in disciplinary action.

If you have any questions regarding this policy or require resources for smoking cessation, please contact the Human Resources department.

Thank you for your cooperation in making our workplace healthier for everyone.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]