

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Response to Employee Complaint about Smoking

Dear :

I have received your letter concerning your co-workers smoking habits. I have sent out a memo highlighting the policy on smoking.

If you have any questions, please feel free to contact me.

Sincerely,

N A M E