

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: Smoking Policy

Dear :

There have been many comments toward absence of a smoking policy for {name of company}. After taking into consideration the smokers and non-smokers, I have developed a smoking policy. The policy is to become effective immediately. Smokers are only allowed to smoke outside the building at least 4 yards away from the building. We have assigned several "smoking posts" with cigarette dispensers. It is mandatory that you dispose of your cigarettes in this dispenser. Also, you must keep your cigarettes and lighters hidden at all times. Several former smokers have complained that seeing other people cigarettes and lighters is too much temptation.

Thank you for your cooperation in this matter, please contact me if you have any questions regarding this policy.

Sincerely,

N A M E