

Template Pay Stub Reminder

IMPORTANT REMINDER

(ORGANIZATION) will become a tobacco-free workplace on (DATE). This policy will include prohibiting the use of electronic cigarettes and all electronic vaping devices.

To assist those who may want to quit using tobacco, The Maine Tobacco HelpLine at 1-800-207-1230 and <http://thequitlink.com/> provide free and confidential services to Mainers. For more information about available resources at (ORGANIZATION) contact (NAME) at (EMAIL/PHONE).

This policy will be enforced by all managers and supervisors. Thank you for your cooperation as we transition to this new tobacco-free workplace for the health of all.