

Template Employee Letter for Organizations/Businesses

To All Staff,

(ORGANIZATION) is committed to improving the health of our employees, and recognizes the importance of providing a clean air environment for all staff and visitors. Therefore, as of (DATE), (ORGANIZATION) will be implementing a tobacco-free policy at all facilities and in all vehicles. This policy will include prohibiting the use of electronic cigarettes and all electronic vaping devices.

Tobacco use remains the leading cause of death and disease in this country with over 443,000 deaths per year. There is no safe level of exposure to tobacco smoke, and the cancer causing chemicals effect every organ in the body.

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).

Sincerely

CEO