Letter Announcing the Implementation of Smoke Free Policy

[You're Name]
[Address]
[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

We are continuously moving from better to best in the business sphere which is a great achievement for our company. This progress has also increased our responsibilities. We now have to focus more on our work as well as on our work environment. For this, we are beginning to implement company's policies more seriously. All employees are notified that our smoke-free policy will take effect from [enter date]. From [enter implementation date], no employee will be allowed to smoke in the office. Please note that this rule is also for break hours. Those employees who are in a habit to smoke can go outside the office premises at the specified places for smoking but please no smoking within the office. In case anyone is seen smoking in the office, he will be charged for doing so.

You are requested to contribute to make our workplace a better and professional business place. Thank you!

[You're Name]

[Senders Title] -Optional-