

October 10, 2005

Name

Title

Address

City, State, Zip

Dear (Personalize with name)

Effective (Implementation Date), (Hospital Name) will take a monumental, proactive step to implement a tobacco free policy on all of its campuses whether owned or leased. The policy ban will apply to all patients, visitors, medical staff members, vendors and employees. This means as of (Implementation Date), no tobacco use of any kind will be permitted inside hospital buildings and on parking lots or grounds.

As a health care organization, (Hospital Name) primary mission is to protect the health of those in our community while promoting and supporting a community culture of healthier living. (Hospital Name) is not asking employees to stop using tobacco, however we are requiring them to refrain from tobacco use during work hours. (Hospital Name) is developing programs for employees who choose to quit using tobacco products all together as well as programs to help get them through their designated shift. Our patients are our first priority, thus we are working with our physicians as we develop coping and nicotine cessation strategies.

As your property is adjacent to ours, we are concerned that some of our employees who want to use tobacco products will leave our property to do that even though we don't endorse it. Please contact me at the number below if any of our staffs' behaviors – whether smoking or nonsmoking – related become a problem for you or your employees. We appreciate your help and support as we head toward (Implementation Date)

Sincerely,

(CEO Name) CEO

(Hospital Name)

(Phone Number)