

Date

«First_Name» «Last_Name», «Title»
«Address»
«City», «State» «Zip»

Dear Dr. «Last_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 January 1, 2006, 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. Mercy 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.

We appreciate your help and support as we head toward (Implementation Date). Should you have any questions, please call me at (Phone Number)

Sincerely,

(CEO Name) CEO
(Hospital Name)