

Sample Letter to Neighbors

Date

Name

Dear XX:

Effective DATE, XX hospital will take a proactive step to implement a tobacco-free policy on all our campuses. This includes the prohibition of smoking or tobacco use in all buildings, parking lots, garages and on all grounds. This tobacco-free policy will apply to all patients, visitors, vendors, medical staff and employees.

As a health care organization, XX hospital's primary mission is to protect the health of those in our community, while promoting a culture of healthy living. We are not asking employees to stop smoking or using tobacco. However, we are requiring them to refrain from tobacco use while on our campus. XX hospital has developed some programs to assist employees and patients who choose to quit using tobacco as well as programs to help them work in a tobacco-free environment.

We have talked with employees about possible neighborhood concerns and are confident that most people will exercise consideration of you and your property. Though we do not endorse it, some employees may choose to leave the hospital property to smoke. If any behaviors become a problem for you, please contact me at the number below.

We appreciate your help and support as we implement this important policy.

Sincerely,

Administration champion or CEO