

President's Sample letter to College/University Employees

[Enter date]

First Name Last Name

[Address]

[City, State Zip]

Dear, [First Name Last Name]:

As an employee of [College/University name], I want us to set a standard for healthy behavior. One important way of doing that is ending tobacco use around our facilities. On [Enter date], the tobacco-free campus policy will go into effect at facilities wholly owned or leased by [College/University name]. As we renew leases at other sites, we will add those locations to the policy. Eventually, all campuses will be tobacco free, creating healthier environments for our employees, students and visitors.

I want to take this opportunity to thank you for doing your part in helping students and visitors understand the policy and the reasons behind it. If you work directly with members of the public, we have created tip cards to help you talk with partners, vendors and visitors. These will be distributed by [Distribution date]. Also, cards and posters with information about the policy and links to quit resources will be distributed by [Distribution date] to your respective offices. You can download the files for the cards and posters at [resource website].

I know this change may be difficult for some. If you use tobacco and want to quit, I encourage you to visit <https://dph.georgia.gov/georgia-tobacco-quit-line> or call 1-877-270-STOP (1-877-270-7867).

I'm proud to lead [College/University name] as we go tobacco free. When [Enter date] arrives, let's all take a deep breath and know that, together, we are helping create a healthier environment to work and learn.

Sincerely,

President

[First Name Last Name]

[College/University name]