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**Subject:** [AGENCY] to Implement Tobacco-Free Campus Initiative

Committed to promoting and protecting the health of our employees and clients, [AGENCY NAME] is proud to join a growing number of state agencies in support of the tobacco-free campus initiative. Starting on [INSERT DATE], the use of any kind of tobacco product, including smokeless tobacco and electronic cigarettes, will be prohibited in any facility or on any property, owned or controlled by [AGENCY NAME]. This includes parking lots/garages, personal vehicles, sidewalks, and breezeways.

Tobacco use remains the leading preventable cause of death in S.C., claiming the lives of more than 59,000 South Carolinians since 2005, and linked to over \$2 billion in annual health care costs to the state. With the aim of creating an environment that is conducive to quitting tobacco and preventing the risks associated with secondhand smoke, this policy ensures that everyone who works, visits, and does business with [AGENCY NAME] is able to breathe clean, smoke free air.

As we take this proactive measure to ensure a safe and healthy environment at our worksite, we want to make sure that we provide all of our employees who would like to quit using tobacco with the resources they need to be successful.

If you would like to quit using tobacco, you can call the toll-free S.C. Tobacco Quitline (1-800-QUIT-NOW) for referral to your insurance plan's available resources. Or you can visit [www.eip.sc.gov/prevention](http://www.eip.sc.gov/prevention) to review the cessation resources that are available to state employees. In addition to the added health benefits and health care savings, quitting tobacco can save you \$40 to \$60 a month in tobacco-user surcharge fees on your health insurance premium. That's a savings of \$480 to \$720 a year!

Your support and feedback are important to the success of this initiative and we encourage you to direct any questions or concerns you may have to [CONTACT PERSON AND EMAIL]. For more information about the policy, please visit [INSERT LINK].

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**Subject:** [AGENCY] to Implement Tobacco-Free Campus Initiative

[AGENCY NAME] is very pleased to join the state's tobacco free efforts by becoming a tobacco-free campus, effective [INSERT DATE]. We need your support to ensure the successful implementation of our new tobacco-free campus policy [INSERT POLICY LINK]. We are asking that you please notify all staff conducting business at [AGENCY NAME] of our new restrictions on the use of tobacco products:

**Tobacco-Free Campus Policy:** Use of all tobacco products, including smokeless tobacco and electronic cigarettes, is prohibited in any facility or on any property, owned or controlled by [AGENCY NAME] (including parking lots, parking garages, sidewalks, and breezeways).

Tobacco use remains the leading preventable cause of death in SC, claiming the lives of more than 59,000 South Carolinians since 2005, and linked to over \$2 billion in annual health care costs to the state. This policy ensures that everyone who works, visits, and does business with [AGENCY NAME] is able to breathe clean, smoke-free air.

To promote our new policy and ensure that visitors are aware of the tobacco use restrictions, signs will be prominently displayed at entrances and exits to the property. We do not expect this policy to have any negative impact on agency contracts. For all existing and new contracts, we expect business to continue as usual.

Thank you for your cooperation with this critical and preventable health concern. Please contact [INSERT CONTACT INFO] if you have any concerns or questions about this policy. For more information about the policy, visit [INSERT LINK].