[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

Dear Employees:

At [Company Name] the safety of our employees is of paramount importance. That includes your safety while driving. The workday commute is probably your most dangerous job-related activity.

Each year more than 3,000 people die in traffic crashes related to distracted driving. At any given daylight moment across America, approximately 660,000 drivers are using cell phones or manipulating electronic devices while behind the wheel. Please don’t be one of them.

Other distractions include eating, applying makeup, adjusting the radio or iPod, talking to passengers, and having a pet in the vehicle. Anything that draws your attention away from the task of driving is distracted driving.

April is Distracted Driving Awareness Month in Virginia and we are asking all employees to please put the phone down when behind the wheel. No one ever died in a crash because they chose not to read a text message.

If you are unsure of this company’s policy regarding cell phone use, please ask your supervisor.

And please buckle-up. It’s your best defense against an impaired or distracted driver. We want you to be safe on the job and off the job.

Sincerely,

[Your Name]

[Title]