Rich Jacobs

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

At [Company Name] employee safety is a top priority. 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 diverts your attention 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 while driving. No one ever died in a crash because they didn’t read a text message or check social media.

If you are unsure of this company’s policy regarding cell phone use while driving on company business, 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,

Rich Jacobs

[Title]