[Your Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

At [Company Name] our top priority is the safety of our employees, on and off the job. That includes your safety while driving. The workday commute is probably your most dangerous job-related activity. You can reduce your likelihood of being involved in a traffic crash by minimizing distraction while driving.

In 2017, 208 people died in Virginia and more than 14,500 were injured in 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 like, applying makeup, adjusting the radio or air conditioning, or talking to passengers are also distracting. Anything that draws your attention from the task of driving is distracted driving and can cause a traffic crash.

April is Distracted Driving Awareness Month in Virginia. Because it involves cognitive, manual, and visual distraction, fiddling with your phone while driving is extremely dangerous. We ask all employees to make a special effort to please put the phone down while driving.

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, reckless, or distracted driver.

Sincerely,

[Your Name]

[Title]