Rich Jacobs

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

Dear Employees:

At [Company Name] your safety is our top priority. That includes your safety while driving. The workday commute is probably your most dangerous job-related activity.

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 seemingly harmless 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 and can cause or contribute to a traffic crash.

April is Distracted Driving Awareness Month in Virginia. We ask all employees to please put the phone down when behind the wheel. Nothing on your phone is more important than what’s in front of your moving vehicle.

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,

Rich Jacobs

[Title]