

Dear Staff,

Starting <insert date>, our company will adopt a new policy that prohibits the use of cell phones, whether handheld or hands-free, while driving for work. This applies any time you are driving a vehicle on behalf of the company.

This change is about safety. Driving requires your full attention, and using a phone, even with voice commands or Bluetooth, creates distractions that increase the risk of a crash. Our goal is to help ensure that everyone reaches their destination safely.

We understand this may be an adjustment. Many of us are used to staying connected while on the road. But no call, text, or app is worth the potential cost of a serious crash. Staying focused while driving protects you, your passengers, and everyone else on the road.

Here is what to expect next:

- A copy of the full policy will be sent to you this week
- We will include phone-down policy cards in our vehicles
- A tip sheet with practical ways to avoid phone use behind the wheel

If you have questions or need help adjusting to the new policy, please contact <insert contact name> at <extension> or <email>.

Sincerely,

<Company Name or Leadership Team>