

Dear Staff,

Starting [insert date], [insert company name] will require all employees to wear seat belts while driving or riding in any vehicle for work – front seat and back seat – every ride, every seat, every time.

This policy is grounded in one simple fact: **seat belts save lives**. Research shows that seat belts significantly reduce the risk of serious injury or death in a crash, no matter where you're sitting. Whether you're behind the wheel or riding as a passenger, buckling up is one of the easiest and most effective ways to protect yourself.

We understand this may be a new habit for some, especially in the back seat. But we also know that safety doesn't stop when the workday ends. We encourage you to adopt this habit in your personal life as well.

Here is what to expect next:

- A copy of the full seat belt policy
- Signage or reminders in fleet vehicles and shared spaces
- A quick-reference card with reminders for all drivers and passengers

If you have any questions or need support as we implement this policy, please contact [insert name] at extension [insert number] or [insert email].

Thank you for making safety a priority. Buckling up protects you, your coworkers, and everyone else on the road.

Sincerely,

[Insert Name and Title]

[Insert Company Name]