

Sample Letter Employers to Employees

Dear <<Employee / Associate>>,

With the new <<insert policy change>>, you or a loved one may have thought about quitting smoking. We want to let you know that we support you in this important choice. <<Name of employer>> will do what we can to help you quit.

Our **health coverage** may help you quit smoking. We offer this for you and your family. It covers the following:

<<Insert details of benefit here, outlining coverage for medication and counseling>>

We are also planning to <<insert measures that the employer is taking to assist smokers>>.

It is important to **ask your doctor** about quitting smoking. A doctor or nurse can talk with you about the best options to help you quit. Smokers who combine counseling with medication (prescription or NRT) have been shown to be more successful at quitting smoking than those who do not.¹⁻⁴

If you have any questions about the coverage we provide to help you quit smoking, please contact <<HR contact at company>>. To learn more about quitting smoking, please visit www.lungusa.org, www.cdc.gov/tobacco/, or www.mytimetoquit.com.

Sincerely,

<<Name>>, <<Title>>

¹ Fiore, MC, Jaen CR, Baker TB, et al. Treating Tobacco Use and Dependence: 2008 Update. Clinical Practice Guideline. Rockville, MD: US Department of Health and Human Services. Public Health Service. May 2008.

² Molyneux A, Lewis S, Leivers U, et al. Clinical trial comparing nicotine replacement therapy (NRT) plus brief counselling, brief counselling alone, and minimal intervention on smoking cessation in hospital inpatients. *Thorax*. 2003;58:484-488.

³ Ockene JK, Kristeller J, Goldberg R, et al. Increasing the efficacy of physician-delivered smoking interventions: a randomized clinical trial. *J Gen Intern Med*. 1991;6:1-8.

⁴ Solomon LJ, Scharoun GM, Flynn BS, Secker-Walker RH, Sepinwall D. Free nicotine patches plus proactive telephone peer support to help low-income women stop smoking. *Prev Med*. 2000;31:68-74.