**Invitation to Policy Education Launch Email**

TO:

FROM:

DATE: <mm/dd/yyyy>

SUBJECT: Engaged Driving Workplace Policy Team

Hello [NAME],  
Over the past several weeks, a [Organization Name] Workplace Policy Team have been working to create and launch a distracted driving policy for our workplace. We are doing this because it is an important issue in Washington and in our workforce.

Join us at one of the following meeting opportunities to learn about the policy, discuss the new workplace expectations, and learn tips and tools to help everyone drive distraction free.

* Day/Date/Time/Place
* Day/Date/Time/Place
* Day/Date/Time/Place

I look forward to seeing you at one of these important meetings. Thank you for your commitment to a safe, responsible workplace!

 [Supervisor]