

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Company Name]

[Company Address]

Dear [Employee's Name],

Subject: Zero Tolerance Workplace Policy

We are committed to maintaining a safe and respectful work environment for all employees at [Company Name]. To this end, we have implemented a Zero Tolerance Policy regarding harassment, discrimination, and any form of workplace violence.

This policy establishes that any behavior that undermines our commitment to a positive workplace will not be tolerated and will result in disciplinary action, which may include termination.

We encourage all employees to communicate any concerns and report any incidents to their supervisor or the HR department promptly. Your cooperation is essential in fostering a workplace culture based on respect and dignity.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]