

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Zero Tolerance Policy Violation

We are writing to formally address a serious matter concerning your recent behavior, which violates our company's Zero Tolerance Policy regarding [specific behavior or incident].

On [date of incident], it was reported that you [describe the incident clearly and factually]. This behavior is strictly against our company policies, which are designed to maintain a safe and respectful workplace for all employees.

As a result of this violation, we are issuing you a formal notice.

Furthermore, please be aware that any future violations may result in disciplinary action, up to and including termination of employment.

We encourage you to review the employee handbook and our Zero Tolerance Policy to fully understand the implications of such behavior. If you would like to discuss this matter further, please feel free to reach out to [HR representative's name] at [HR representative's contact information].

Thank you for your immediate attention to this significant matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]