

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Zero Tolerance Policy Enforcement

I hope this letter finds you well. I am writing to formally address the implementation and enforcement of our organization's Zero Tolerance Policy regarding [specific behavior or issue, e.g., harassment, discrimination, etc.].

It is vital for our organization to maintain a safe and respectful environment for all employees. Our Zero Tolerance Policy reflects our commitment to [briefly state the purpose, e.g., fostering a culture of respect and integrity].

As part of our ongoing efforts, we have [mention any actions taken, e.g., conducted training sessions, updated policies, etc.]. I encourage all employees to familiarize themselves with the details of this policy, which can be found in the [mention location, e.g., employee handbook, intranet, etc.].

We take any violations of this policy seriously and assure you that appropriate actions will be taken to address any reported incidents. I appreciate your cooperation in upholding the standards set forth in our policy.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Organization]