

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Position]

[Company Name]

[Company Address]

Dear Team,

Subject: Implementation of Zero Tolerance Policy

I hope this message finds you well.

As part of our commitment to maintaining a positive and respectful workplace, we are instituting a Zero Tolerance Policy regarding [specific behaviors or actions, e.g., harassment, discrimination, etc.]. This policy reflects our dedication to ensuring a safe and supportive environment for all employees.

Effective [start date], any violations of this policy will result in immediate disciplinary action, up to and including termination of employment. We encourage a culture of openness and prompt reporting of any incidents.

Thank you for your cooperation and commitment to making [Company Name] a great place to work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]