

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Implementation of Zero Tolerance Policy

We hope this letter finds you well. We are writing to inform you about the implementation of our new Zero Tolerance Policy regarding [specific behavior/issue, e.g., workplace harassment, violence, discrimination]. Effective immediately, this policy mandates that all employees adhere to the highest standards of conduct and respect in the workplace. Any violations of this policy will result in strict disciplinary actions, up to and including termination of employment.

We believe that fostering a safe and respectful work environment is essential for the well-being of all employees. We encourage you to review the attached policy document for a comprehensive understanding of the expectations and procedures related to this initiative.

If you have any questions or require further clarification, please do not hesitate to reach out to [HR representative/contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Attachment: Zero Tolerance Policy Document]