[Your Organization's Letterhead]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Zero Tolerance Policy Guidelines
At [Your Organization], we are committed to fostering a safe and respectful environment for all employees, clients, and stakeholders. This letter outlines our Zero Tolerance Policy, which aims to prevent and address inappropriate behavior within our workplace.

1. **Policy Overview**
 Our Zero Tolerance Policy strictly prohibits any form of harassment, discrimination, or violence. It applies to all employees, contractors, and visitors within our premises and during work-related activities.

2. **Scope of Policy**
 This policy covers, but is not limited to:
 - Harassment based on race, gender, sexual orientation, religion, or any other protected characteristic.
 - Bullying, intimidation, or threats.
 - Physical violence or threats of violence.

3. **Reporting Procedures**
 All incidents must be reported immediately to [Designated Person/Department] at [Contact Information]. Reports can be made confidentially and without fear of retaliation.

4. **Investigation Process**
 Upon receiving a report, the following steps will be taken:
 - Prompt investigation by [Investigator's Name/Department].
 - Documentation of findings and actions taken.
 - Outcomes communicated to relevant parties.

5. **Consequences of Violations**
 Any individual found to have violated this policy may face disciplinary action, up to and including termination of employment.

6. **Support for Employees**
 We encourage all employees to seek support, whether through [Employee Assistance Program/HR Department] or external resources.

We believe this policy is essential in maintaining our values of respect and integrity. Your cooperation and commitment to this policy are crucial for creating a safe environment.
Thank you for your attention to this important matter.
Sincerely,
[Your Name]
[Your Title]
[Your Organization]
[Contact Information]