

[Your Organization's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Zero Tolerance Policy Violation Notice

This letter serves as a formal notice regarding a violation of our organization's zero tolerance policy. On [date of incident], it was brought to our attention that you [describe the specific behavior or action that violated the policy].

Our zero tolerance policy is in place to ensure a safe and respectful workplace for all employees. [Briefly describe the policy and its importance].

Due to the seriousness of this violation, [outline any actions taken, such as suspension, warning, required training, etc.]. We expect you to take this matter seriously and to adhere to our policies moving forward. If you have any questions, please do not hesitate to reach out to [HR representative's name] at [HR representative's contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]