

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Notice of Zero Tolerance Policy Adherence

Dear [Employee's Name],

This letter serves as a formal notice regarding our company's commitment to a zero tolerance policy concerning [specific behavior, e.g., harassment, discrimination, substance abuse, etc.].

We want to remind you that adherence to this policy is critical in maintaining a safe and respectful workplace for all employees. Any violations of this policy will lead to immediate disciplinary actions, which may include termination of employment.

Please refer to the employee handbook for a comprehensive understanding of our zero tolerance policy and the consequences for violations.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]