

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Zero Tolerance Policy

We are writing to formally communicate our organization's commitment to a zero tolerance policy regarding [specific issue, e.g., harassment, discrimination, violence]. This policy is designed to ensure a safe and respectful environment for all employees, clients, and stakeholders. Effective immediately, any behavior that violates this policy will be met with serious consequences, including [outline potential consequences, e.g., disciplinary action, termination]. We believe that fostering a culture of respect and accountability is crucial for our success and the well-being of our community.

We encourage all individuals within our organization to report any incidents or concerns related to [specific issue] to [designated contact person or department]. All reports will be taken seriously and addressed promptly.

Thank you for your attention to this important matter. Together, we can maintain a positive atmosphere that reflects our core values.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]