

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Awareness of Zero Tolerance Policy

We hope this letter finds you well. As part of our ongoing commitment to maintaining a safe and respectful environment within our organization, we want to remind all employees of our Zero Tolerance Policy regarding [specific behaviors, e.g., harassment, discrimination, violence, etc.].

This policy is crucial in ensuring that every individual feels safe, respected, and valued. We want to emphasize that any violation of this policy will result in immediate investigation and appropriate disciplinary action, which may include termination of employment.

It is essential that all employees familiarize themselves with the specifics of the Zero Tolerance Policy. A copy of the policy is attached for your reference. We encourage an open dialogue regarding any concerns or questions you may have.

Thank you for your attention to this important matter. Together, we can foster a positive and inclusive workplace for everyone.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]

[Attachment: Zero Tolerance Policy Document]