

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Implementation of Zero Tolerance Policy

We are writing to inform you about our organization's new Zero Tolerance Policy, which aims to ensure a safe and respectful environment for all employees, clients, and stakeholders.

[Brief explanation of the policy and its purpose.]

Our Zero Tolerance Policy addresses [specific behaviors/activities], and outlines the consequences of violations, which may include [list potential consequences].

It is essential that everyone understands their role in maintaining a positive atmosphere and adheres to this policy. We encourage open communication and prompt reporting of any incidents that may violate this policy.

For further details, please refer to the attached document or visit [website/portal link].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]