

[Your Organization's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disciplinary Action - Zero Tolerance Policy Violation

We are writing to inform you of the disciplinary action being taken in response to your violation of our organization's Zero Tolerance Policy, which is designed to ensure a safe and respectful workplace for all employees.

On [date of incident], it was brought to our attention that [describe the specific incident involving the employee's behavior that violated the policy]. This behavior is unacceptable and not in line with our company values or expectations.

As a result of this violation, we have decided to [describe the disciplinary action being taken, e.g., suspension, termination, etc.].

This action is effective immediately, and you are expected to [include any necessary instructions regarding their conduct or next steps].

We encourage you to reflect on this matter and become familiar with the importance of adhering to our policies to prevent any future incidents.

If you have any questions or wish to discuss this matter further, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]