

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Zero Tolerance Policy Acknowledgment

I, [Employee Name], acknowledge that I have received and read the Zero Tolerance Policy of [Company Name]. I understand the importance of maintaining a safe and respectful work environment and agree to adhere to the standards outlined in the policy.

By signing below, I confirm my commitment to upholding the values of [Company Name] and to report any violations of this policy to management immediately.

Employee Signature: _____

Date: _____

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Optional: Contact Information]