

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Zero Tolerance Policy Training

We are committed to maintaining a safe and respectful work environment for all employees. To reinforce our dedication to these principles, we require all employees to participate in training regarding our Zero Tolerance Policy.

Training Details:

- **Date**: [Insert date]
- **Time**: [Insert time]
- **Location**: [Insert location or indicate if it's virtual]
- **Duration**: [Insert duration]

The training will cover the following topics:

- Overview of the Zero Tolerance Policy
- Definition of unacceptable behavior
- Reporting procedures
- Consequences of violations

Attendance is mandatory. If you have any conflicts with the scheduled time, please inform your supervisor as soon as possible to arrange an alternative training session.

Thank you for your commitment to fostering a positive workplace culture.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]