

[Your Organization's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Zero Tolerance Policy Enforcement

We are writing to inform you about a serious matter regarding your recent conduct that has violated our organization's zero tolerance policy.

[Briefly describe the incident or behavior that led to this letter, including dates and specific violations.]

As outlined in our employee handbook, our zero tolerance policy is in place to ensure a safe and respectful work environment for all employees. Violations of this policy can result in disciplinary action, up to and including termination of employment.

After thorough investigation and review, we have determined that your actions constitute a breach of this policy. Consequently, [describe the disciplinary action being taken, e.g., suspension, termination, etc.]. This action is effective as of [date].

We encourage you to reflect on this situation and its impact on our workplace culture. You have the right to [explain any rights the employee has, such as appealing the decision, if applicable].

Should you have any questions or wish to discuss this matter further, please do not hesitate to contact [HR representative's name] at [HR representative's contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]