

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

Subject: Introduction of Zero Tolerance Policy

We are writing to inform you about the implementation of a new Zero Tolerance Policy at [Your Organization's Name]. This policy has been adopted to ensure a safe, respectful, and inclusive environment for all employees, clients, and stakeholders.

The Zero Tolerance Policy addresses behaviors including, but not limited to, harassment, discrimination, and violence in the workplace. Our commitment to maintaining a positive and productive atmosphere is paramount, and this policy will help establish clear expectations and consequences for unacceptable conduct.

We will conduct training sessions to educate all personnel about the policy, its implications, and the reporting procedures. Our goal is to foster an environment where everyone feels valued and protected.

Please feel free to reach out to [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number] if you have any questions or require further clarification regarding the policy.

Thank you for your understanding and support as we implement this important initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Phone Number]

[Your Organization's Email]