

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Position]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Zero Tolerance Policy Notification

We are writing to inform you about our company's Zero Tolerance Policy regarding [specific behavior, e.g., workplace harassment, substance abuse, etc.]. This policy has been implemented to ensure a safe and respectful work environment for all employees.

As an employee of [Company Name], you are expected to understand and comply with this policy. Any violation will result in disciplinary action, which may include termination of employment.

We encourage you to review the policy in detail, which can be found in the employee handbook or on the [company intranet/website]. If you have any questions or need further clarification, please feel free to reach out to [HR representative or supervisor name].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]