To

[The Recipient Name]  
[Department/Individual]

The management would like to discuss an important matter regarding hate and discrimination in the workplace. Recently, a few disturbing incidents have been reported to us regarding the discriminatory behavior of some of our staff members. This is unacceptable. Our organization strongly condemns discrimination of all kinds.

We value every member of our team regardless of their gender, religion, ethnicity, or position in the company. We believe in giving equal opportunities and respect to all our employees. We expect our staff to demonstrate tolerance and acceptance towards everyone. Disrespectful and discriminatory behavior will lead to disciplinary action.

We, therefore, urge everyone to avoid discriminatory behavior towards other staff members. Let’s all work together in an amicable and respectful environment.

I thank you for your cooperation.

Truly.

[Your Name]  
[Designation]  
[Department Name]  
[Company Name]