

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Documented Verbal Warning for Dress Code Violation

Dear [Employee Name],

This letter serves as formal documentation of the verbal warning issued to you on [Date of Conversation] regarding a violation of the company's dress code policy.

Description of Violation:

On [Date of Incident], you were observed wearing [Description of non-compliant clothing], which is in violation of the [Company Name] Employee Handbook section regarding [Policy Section Name/Number].

Previous Discussions:

[Mention any prior informal reminders, or state "This is the first formal documentation of this issue."]

Expectations:

Effective immediately, you are expected to adhere to all professional dress standards as outlined in the company policy. Specifically, you must [Detail specific corrective action, e.g., wear closed-toe shoes / avoid wearing denim].

Consequences:

Failure to correct this behavior or further violations of the dress code policy may result in additional disciplinary action, up to and including termination of employment.

Please acknowledge that we have discussed this matter and that you understand the expectations moving forward.

Sincerely,

[Supervisor Signature]

[Supervisor Name/Title]

Employee Acknowledgment:

I acknowledge that I have received this documented verbal warning and understand the company's dress code requirements.

Employee Signature: _____ Date: _____