

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager Name/HR Department]

**Subject:** First Written Warning: Dress Code Violation

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to comply with the company's established dress code policy.

**Details of Incident:**

On [Date], you arrived at work wearing [Description of inappropriate attire]. This is in violation of the [Company Name] Employee Handbook, specifically the section regarding [Title of Dress Code Policy].

**Previous Discussions:**

On [Date of Verbal Warning], we discussed the importance of professional attire. Despite this verbal conversation, the issue has recurred.

**Required Action:**

Effective immediately, you are required to adhere to the company dress code policy as outlined in your employee manual. Specifically, you must [Describe specific corrective action, e.g., wear closed-toe shoes / wear business casual attire].

**Consequences:**

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

Please sign below to acknowledge that you have received a copy of this warning and understand the expectations moving forward.

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Employee Signature

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Date

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Supervisor Signature