

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Supervisor/Manager Name]

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

Dear [Employee Name],

This letter serves as a formal written warning regarding your violation of the company's dress code policy. On [Date of Incident], it was observed that your attire did not meet the standards outlined in the employee handbook. Specifically: [Insert description of violation, e.g., wearing prohibited footwear/clothing items].

Maintaining a professional appearance is essential to our business environment and brand representation. Our policy states that all employees must [Briefly state the specific policy requirement].

We expect you to comply with all dress code requirements moving forward. Please be advised that further violations of this policy may result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the expectations for your future conduct.

Sincerely,

[Signature of Manager]

[Printed Name of Manager]

**Employee Acknowledgment:**

I acknowledge that I have received this warning and have discussed it with my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date