

Subject: Second Warning Letter - Dress Code Violation

Date: [Date]

To: [Employee Name]

From: [Supervisor/HR Manager Name]

Dear [Employee Name],

This letter serves as a formal second warning regarding your failure to comply with the company's dress code policy. On [Date], a verbal/first warning was issued to you regarding [specific violation, e.g., wearing denim/inappropriate footwear].

It has been observed that on [Date of second violation], you again reported to work in violation of the policy by wearing [description of inappropriate attire].

Maintaining a professional appearance is a requirement of your employment as outlined in the Employee Handbook. Adherence to these standards is essential for our professional environment and brand image.

Please be advised that further violations of the dress code policy may lead to additional disciplinary action, up to and including termination of employment. We expect immediate and consistent compliance moving forward.

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Signature]

[Printed Name]

[Title]

Acknowledgment of Receipt:

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[Employee Signature]

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[Date]