

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: FINAL WARNING - DRESS CODE VIOLATION

Dear [Employee Name],

This letter serves as a formal final warning regarding your failure to adhere to the company's dress code policy. Despite previous discussions and warnings issued on [Date of First Warning] and [Date of Second Warning], it has been observed that you were again out of compliance on [Date of Recent Violation].

Specifically, you failed to meet the following standards: [Describe specific violation, e.g., wearing prohibited footwear, lack of safety gear, etc.].

As an employee of [Company Name], you are required to maintain the professional appearance standards outlined in the Employee Handbook. Your failure to comply with these regulations is a violation of company policy and affects the professional image of the organization.

Please be advised that this is your **final warning**. Immediate and sustained improvement is required. Any further violations of the dress code policy or any other company policy will result in further disciplinary action, up to and including the termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

[Department Name]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the consequences of further violations.

[Employee Signature]

[Date]