

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Manager Name]

**Department:** [Department Name]

**Subject: Formal Warning Regarding Inappropriate Workplace Attire**

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to adhere to the company's dress code policy. On [Date of Occurrence], it was observed that your attire did not meet the standards outlined in the [Company Name] Employee Handbook.

Specifically, your clothing was deemed inappropriate because: [Insert brief description of the violation, e.g., wearing prohibited footwear, athletic wear, or torn clothing].

As previously discussed on [Date of verbal warning, if applicable], maintaining a professional appearance is essential to our company culture and the professional image we present to clients and colleagues. Compliance with the dress code is a requirement of your employment.

Please ensure that from this date forward, your workplace attire fully complies with the company policy. Failure to rectify this behavior or further violations of the dress code may lead to additional disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your personnel file. If you have any questions regarding the dress code requirements, please contact [HR Department/Manager Name] immediately.

Sincerely,

[Signature]

[Printed Name]

[Title]

**Acknowledgment of Receipt:**

I acknowledge that I have received this warning and understand the expectations set forth.

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[Employee Signature]

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[Date]