

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: Official Warning for Uniform Policy Noncompliance

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the company's mandatory uniform and dress code policy. Adherence to our professional appearance standards is a requirement of your employment to ensure safety, branding, and professionalism.

Details of Incident:

On [Date of Violation], it was observed that you were not in compliance with the policy. Specifically: [Insert description of violation, e.g., missing name tag, incorrect footwear, or wearing non-authorized clothing].

Previous Discussions:

Prior to this written warning, you were provided with [verbal warnings/reminders] on [Dates of previous discussions]. However, the required improvements have not been sustained.

Required Action:

Effective immediately, you are required to report to every shift in full uniform as outlined in the Employee Handbook. Failure to follow this policy in the future may result in further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____