

Date: [Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Written Warning for Repeated Dress Code Infractions

Dear [Employee Name],

This letter serves as a formal written warning regarding your continued failure to adhere to [Company Name]'s official dress code policy.

On [Date of previous verbal warning], you were verbally coached regarding your attire. However, on [Date of most recent infraction], you were again observed wearing [Description of inappropriate clothing/item], which is in violation of the standards outlined in the Employee Handbook.

Maintaining a professional appearance is essential to our company standards and client expectations. We expect you to comply with all dress code requirements immediately moving forward.

Please be advised that further infractions regarding this policy or any other company policy may result in additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Printed Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____