

**Date:** [Date]

**To:** [Employee Name]

**From:** [Manager Name]

**Subject:** Confirmation of Verbal Warning - Dress Code Violation

Dear [Employee Name],

This letter serves as a formal written confirmation of the verbal warning issued to you on [Date of Verbal Warning] regarding a violation of the company dress code policy.

**Details of Violation:**

On [Date of Incident], it was observed that your attire did not meet the standards outlined in the [Company Name] Employee Handbook. Specifically: [Insert brief description of violation, e.g., wearing prohibited footwear/denim].

**Policy Reference:**

As discussed, our policy requires all employees to [Briefly state the specific requirement, e.g., wear business casual attire]. This policy is in place to maintain a professional image and ensure safety within the workplace.

**Expected Improvement:**

Moving forward, you are expected to comply fully with all aspects of the company dress code. Failure to adhere to these standards in the future may lead to further disciplinary action, up to and including termination of employment.

Please let me know if you have any questions regarding the policy or the expectations moving forward.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

**Acknowledgment:**

I acknowledge that I have received this confirmation of a verbal warning and understand the expectations for my future conduct.

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Employee Signature

Date

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