

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Warning Letter for Grooming and Dress Code Violation

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the company's established grooming and dress code policy. On [Date of Violation], it was observed that your appearance did not meet the standards required for your position. Specifically: [Insert Description of Violation, e.g., inappropriate attire, unkempt grooming].

As per the Employee Handbook, all staff members are expected to maintain a professional appearance to uphold the company's image and ensure safety and hygiene standards. We have previously discussed these expectations with you on [Date of Previous Verbal Warning, if applicable].

Please be advised that you are required to adhere to the following guidelines moving forward:

- [Requirement 1]
- [Requirement 2]

Failure to rectify this behavior or further instances of non-compliance will result in additional disciplinary action, which may include suspension or termination of employment.

A copy of this letter will be placed in your permanent personnel file. Please sign below to acknowledge that you have received this warning and understand the expectations set forth.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the company policy regarding grooming and dress code.

Signature: _____ Date: _____