

Date: [Date]

To: [Employee Name]

Position: [Job Title]

From: [Manager/HR Name]

Subject: Formal Warning regarding Unprofessional Office Attire

Dear [Employee Name],

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

Specifically, the following issue was noted:
[Description of the specific attire violation]

As discussed during our meeting on [Date of Meeting], maintaining a professional appearance is essential to our company culture and the image we present to clients and colleagues. Our policy requires [mention specific policy requirement, e.g., business casual/professional attire].

Effective immediately, you are required to comply with all dress code regulations. Please be advised that further instances of non-compliance may lead to additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Signature]

[Printed Name]

[Title]

Acknowledgment of Receipt:

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

Employee Signature

Date