

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: FINAL WARNING: Ongoing Dress Code Noncompliance

Dear [Employee Name],

This letter serves as a formal final warning regarding your continued failure to adhere to the company's dress code policy. Despite previous verbal and written discussions held on [Date of Previous Warning] and [Date of Second Warning], your professional attire continues to fall below the standards outlined in the [Company Name] Employee Handbook.

Specifically, on [Date of Most Recent Incident], you were observed wearing [Description of Noncompliant Clothing], which is prohibited under our current policy.

Adherence to the dress code is a requirement of your employment to maintain professional standards and safety. Please be advised that this is your final warning. You are expected to report to work in full compliance with the dress code starting immediately.

Consequences of Further Noncompliance:

Failure to correct this behavior immediately will result in a formal suspension without pay for a period of [Number] days. Continued noncompliance following a suspension may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the consequences of further violations.

Sincerely,

[Manager Signature]

[Manager Name/Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the expectations and potential consequences described above.

Signature: _____ Date: _____