

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: FINAL WARNING: Persistent Dress Code Violations

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 first warning] and [Date of second warning], your professional attire remains non-compliant with the standards outlined in the Employee Handbook.

Details of Recent Violation:

On [Date], you were observed wearing [Describe violation, e.g., sneakers/ripped jeans/graphic t-shirt], which is in direct violation of our [Policy Name] policy.

Expectations:

Effective immediately, you are required to report to work in attire that meets our company standards. Specifically, you must [Describe specific requirement, e.g., wear business casual clothing].

Consequences:

Please be advised that this is your final warning. Failure to comply with the dress code policy from this date forward will result in further disciplinary action, up to and including the termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

Employee Signature

Date