

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [ID Number]

**Position:** [Job Title]

**Subject: Warning Letter for Violation of Company Dress Code**

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the company's established dress code policy. On [Date], it was observed that your attire did not meet the standards required by [Company Name].

Specifically, the violation noted was: [Describe specific violation, e.g., wearing denim on a non-casual day / wearing open-toed shoes].

As outlined in the Employee Handbook, our dress code is designed to maintain a professional environment and ensure the safety of all staff. Maintaining a professional appearance is a requirement of your employment.

Please ensure that from this date forward, your attire strictly adheres to company policy. Failure to comply with these standards in the future may lead to further disciplinary action, up to and including termination of employment.

If you have any questions regarding the dress code requirements, please contact the Human Resources department.

A copy of this letter will be placed in your personnel file.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning and understand the company's expectations regarding professional attire.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_