

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager Name/HR Department]

**Subject:** Formal Written Warning: Violation of Office Dress Code Policy

Dear [Employee Name],

This letter serves as a formal written warning regarding your recent failure to adhere to the company's professional dress code policy. On [Date(s) of Violation], it was observed that your attire was inconsistent with the standards outlined in the [Company Name] Employee Handbook.

Specifically, you were observed wearing: [Description of inappropriate clothing, e.g., athletic wear, ripped jeans, etc.].

Maintaining a professional appearance is essential for our workplace environment and the image we project to clients. As previously discussed during our verbal conversation on [Date of Verbal Warning], all employees are expected to follow the [Business Casual/Formal/etc.] attire guidelines.

Effective immediately, you are required to comply with the office dress code. Please be advised that further violations of this policy may lead to additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your personnel file. Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Manager Signature]

[Manager Name and Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this written warning and understand the expectations moving forward.

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