

Date: [Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Confirmation of Verbal Warning - Dress Code Violation

Dear [Employee Name],

This letter serves as formal documentation of the verbal warning issued to you on [Date of Verbal Warning] regarding a violation of the company dress code policy.

On [Date of Incident], it was observed that your attire did not meet the standards outlined in our Employee Handbook. Specifically, [Description of violation, e.g., wearing prohibited footwear/clothing item].

During our discussion, we reviewed the expectations for professional attire. You are expected to adhere to the dress code policy moving forward. Failure to comply with these standards in the future may result in further disciplinary action.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the expectations for my future conduct.

[Employee Signature]

[Date]