

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: FINAL WARNING - UNIFORM NON-COMPLIANCE

Dear [Employee Name],

This letter serves as a formal final warning regarding your failure to adhere to the company's mandatory uniform and dress code policy. Despite previous verbal and written warnings issued on [Date of First Warning] and [Date of Second Warning], you have continued to remain in non-compliance.

Specifically, on [Date of Most Recent Incident], you were observed to be in violation of the policy by: [Describe violation, e.g., wearing non-approved footwear, missing name tag, incorrect shirt].

Maintaining a professional appearance is a requirement of your employment. This is your final notice. You are expected to report for every shift in full compliance with the uniform standards starting immediately.

Please be advised that any further violation of the dress code or uniform policy will result in further disciplinary action, up to and including termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the consequences of further non-compliance.

Employee Signature

Date