

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

From: [Manager/Supervisor Name]

Subject: First Written Warning: Dress Code Violation

Dear [Employee Name],

This letter serves as a formal written warning regarding a violation of the company's dress code policy. On [Date of Violation], it was observed that your attire did not meet the standards outlined in the [Company Name] Employee Handbook.

Description of Violation:

[Describe the specific incident, e.g., wearing prohibited footwear, inappropriate slogans, or non-compliant business casual attire].

Maintaining a professional appearance is essential to our company culture and brand representation. We have previously discussed the dress code during your orientation and [mention any previous verbal reminders, if applicable].

Corrective Action Required:

Starting immediately, you are required to adhere to all aspects of the dress code policy. Failure to comply with these standards in the future may result in further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Name and Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have had the opportunity to discuss it with my supervisor.

Employee Signature: _____ Date: _____