Date

Name

Address

Dear Dr. Smith,

I am writing this letter to warn you against not coming in clean-shaven to the hospital on 5th August 2019.

In our employee book and contract documents, the importance of our organization of personal grooming and hygiene is clearly stated. Every employee is instructed to adhere to the guidelines to present a good image to the patients.

We have received many complaints against you before as well regarding your improper clothing, disheveled hair, etc. However, the frequency of the complaints has risen which forced us to issue you a warning letter.

You need to pay heed to your personal grooming and overall look. Otherwise, we would be forced to take some serious action of ending your contract with us.

We value you as our employee, but we have to maintain an overall environment in our organization as well. We hope to see a change.

You can contact us at (contact) for any information.

Regards,

Shaun Watson.