Date

Name  
Address

Dear Mr. John,

This letter is intended to warn you against your poor oral hygiene.

We have received various complaints against you from your colleagues as well as the customers that you do not maintain oral hygiene, which makes it difficult for them to interact with you.

Firstly, it is part of our company policy that you have to maintain hygiene, oral and physical, to present a good image as well as to avoid any ill effects on the work. Secondly, being a front-end customer representative officer, your job entails constant interaction with the customers, which makes it even more important to not have bad breath or bad hygiene.

We cannot afford the suffering of our customers in any way. We are warning you to improve your oral hygiene and overall image if you want to avoid any drastic actions by the company.

We hope to see a change.

Regards,

Steven Watson.