Date:

Name of the employee  
Address of the address of the employee

Subject: Warning for bad smell or poor personal hygiene

Dear Mr. Johansson,

You have been told many times that it is against the policy of the company to come to the office with poor hygiene. However, you don’t seem to understand it. Please consider this letter as a formal warning letter from the company for not maintaining hygiene. It has been reiterated so many times that cleanliness is the top priority of the company and no employee should come to the office with a foul and pungent smell.

A lot of your co-workers have told me that you smell bad. You, being the sales representative represent the entire organization. However, the bad smell coming from you puts a bad impression and causes inconvenience for others. Therefore, the company expects you to get rid of this smell come rain or shine. This warning letter will be attached to your file and will be removed when you stop giving a bad smell.

If you don’t pay attention to this warning also, the company will have to contact the HR office for starting the procedure of your dismissal.  I hope that you try to adopt cleanliness in your personal and professional life.

Regards,

The sender of the letter

Signatures