**To**

**[The Recipient Name]**

**Re. Addressed Dress Code Problems Reported by Manager**

Dear [NAME OF THE EMPLOYEE], this letter has been drafted with reference to its subject to address the problems with dress codes and the violation observed even after a verbal warning. It has been observed that you have been more obstinate in what you do regardless of what is acceptable in the company and what is not permitted. Hence, to address the issue, this letter shall discuss the important dress code references and the consequences of continuous violation.

The letter serves as a warning notice; thus, it needs to be answered with a show-cause notice to the manager.

[NAME OF THE COMPANY] has registered its dress code policy for the unproblematic implementation and professional handling of the workforce. The companies with a professional workforce put due emphasis on wearing the right kind of attire of the workforce.

Our company, whenever hires a new employee, provides the person with a joining letter along with other documents that register the important dress code rules that must be observed on weekdays while coming to the office. It is expected that you are not aware of the dress code policies and office attire of a professional employee.

Thus, an attachment as ANNEX-I shows the dress code policy of the company with highlighted bullets to be carefully observed at your end. The highlighted points have been violated by you as reported by your manager.

Dear [NAME], the policies are made to implement an important working atmosphere in the company. Continuous violation of office policies can hinder the goal of achieving ultimate professionalism. Therefore, you are warned to get compliant with the dress code policy of the workplace, otherwise, certain unpleasant consequences can take place.

You are a competent worker who puts in so much hard work and contributes much to make this organization stronger and well-reputed. We want you to look the way you work. I hope we will not get the complaint regarding your dress code anymore after this warning letter.

In case you are unsure about the dress code policy of the company, you can send me a note via email at [EMAIL] or can unhesitatingly meet your manager to discuss this. Thank you for taking out time to read this.

Best Regards

[Your Name]