**To**

**[The Recipient Name]**

**Re. Warning Letter on the Dress Code Violation**

Dear [NAME OF THE EMPLOYEE],

With reference to the above-cited subject, this is to inform you that you have been reported to be wearing proscribed attire by the general manager. You are not permitted to wear unprofessional attire in this office. In case of non-compliance, punitive measures can be taken that can disrupt the working and professional atmosphere of the company. Each company has its framework of working and regulatory dress code prescriptions. The one who does not comply with the prescribed dress code can meet unpleasant consequences.

In [NAME OF THE COMPANY], an employee is not permitted to wear dresses like tight and revealing attire, jeans with rips and frays, and extremely fashionable and unprofessionally stylish accessories. An employee should mind what he/she is wearing while coming to the office from attire to footwear, fragrances, hair, and accessories. An employee should look like a professional worker who gives ultimate importance to what he/she wears.

An employee with no sense of professional dress code is not appreciated. It is important for you, your colleagues, office environments, and your clients. A professional outlook yields desired results.

Male staff members are required to wear full-sleeved shirts with dress trousers but not khakis with appropriate accessories like watches and rings. Too fancy rings and pendants are not allowed. Joggers and tights are also prohibited dress codes.

All kinds of shirts with collars are allowed. One can wear a sports coat or do commendable changes to the prescribed dress code during extreme weather conditions. Moreover, the office is completely equipped with appropriate heating and cooling systems, therefore, you are required to not make too many additions to your attire.

A well-tailored employee catches more clientage than the untailored and ungroomed one. If you have more questions regarding dress code implementations, the attached file can satisfy your question. Please read the attached rules and regulations regarding the dress codes carefully. Any further violation shall result in strict actions. Thank you.

Regards

[Your Name]