[Your Name]

[Company Name]

[email]

[Date]

[Recipient Name]

[Company Name]

[Title]

Dear [Recipient Name]:

The management is clearing this once and for all and wants all the enrolled employees to take note of this important letter about our policy. We have set a specific dress code for all employees and we want everyone to strictly follow that. It looks messy, untidy and out of order if anybody attends the job without properly following our formatted dress code. On the other hand, smoking within the office premises is strictly prohibited.

We have seen employees violating this very frequently. As the company has mentioned all the rules and policies the employees must follow in starting manual, so this written letter would be a final notice in this matter. If anybody continues the above mentioned prohibited acts in future, he will be responsible for the severe consequences of it. It could be a suspension or a termination for breaching the company's policies.

Sincerely,

[Your Name]

[Title]