Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this letter to warn you against your improper dressing in the office.

We have observed that your dresses are erotic and sensual. Our employee handbook clearly states the dress code of the company, which you have clearly ignored. This is not acceptable, and you have to change the way you dress. Otherwise, we will be taking a serious action in terms of ending your contract.

We hope to see a change. We are attaching a copy of handbook with this letter.

With thanks,

Name Here

Your Title