Your Company Name  
Street Address City, ST ZIP Code

Date

Recipient Name

Title

Dear Recipient Name:

This is an official warning against your inappropriate dressing at the workplace. The management has observed that you have been ignoring the company's policy regarding the official dress code. You are required to go through the policy again and start dressing up accordingly.

You show up at the office in a very casual manner. Your clothes are often un-ironed and sloppy. This careless attitude is unacceptable. The behavior, body language and dressing of an employee contributes to the overall working environment. You must, therefore, strictly adhere to the official dress code in order to maintain a professional atmosphere in the office.

It is strictly advised that you refrain from wearing the following articles of clothing to work in the future:

1. all types of denim jeans;
2. round neck and V-neck T-shirts;
3. shirts with inappropriate mottos;
4. denim jackets;
5. sweat suits;
6. shorts;
7. lounging trousers;
8. slippers, trainers and sneakers.

Go through section [X] of the company policy and refer to the approved dress code for employees. You are expected to dress up appropriately from tomorrow onwards. Ignoring this warning may result in a strict action to be taken against you.

Contact HR for any queries.

Sincerely,

Your Name

Title