Your Company Name  
Street Address City, ST ZIP Code

Date

Recipient Name

Title

Dear Recipient Name:

HR has received several complaints regarding your personal hygiene. The main issues that have been reported to us include an unpleasant body odor, bad breath, and soiled clothes. Your co-workers are repulsed by your lack of hygiene and your team members do not wish to work with you.

Not only is this an embarrassing situation for you, but it is also against the company's rules to be careless towards one's personal hygiene. You must, therefore, pay more attention to your self-grooming.

We expect you to take this warning seriously. Future carelessness on your part regarding this issue may result in your demotion and eventual termination.

Sincerely,

Your Name

Title