DATE:

To

[The Recipient]  
[Company Name]

I, Mark Middelton, the HR manager, am writing this letter to lure your attention to a serious concern in the company. We have been noticing a change in the dress code of some of our employees which does not relate to the company policies. Skyrocket Solutions is a top-notch professional company that houses only those employees who abide by the rules and regulations of the company. Any employee lacking professional conduct or displays an uninterest in abiding by the ethical protocols will not be entertained by us.

We value our employees and are concerned for their well-being. The company has very accommodating values when it comes to catering to the employees’ needs and requirements. Nevertheless, in no way, we will adapt to the amoral and unprincipled demeanor of our workers.

We have observed a few employees in different departments coming to work in very casual and upsetting clothing that do not go well with the professional dress code. We have previously warned the concerned individuals of their behavior but to our shock, it did not change. Therefore, we must write this notice to all the employees.

From immediate effect, any employee not considering the dress code, as explained in the policy book, will be fined a hefty amount. Moreover, repetition can lead to strict disciplinary measures.

We will appreciate your prompt collaboration. In case of any queries or questions, feel free to visit my Office during official work hours.

Sincerely,

Mark Middleton  
[HR Manager]