[Your Name]  
[Company Name]  
[Address]  
[Contact]  
[Website]

Subject: Negligence observed in following dress code  
  
Dear Johnson,

I was forced to write this warning letter when yesterday, I received a complaint letter from your supervisor in which he has put various allegations on you. Most prominently, he told me that you do not follow the dress code set by the company.

Coupled with this bad habit, you have also been witnessed at various times conducting bad behavior with your colleagues. Such misconduct was not being expected from your side as you are a senior employee of the company now. You should have set an example for your juniors showing excellent behavior, but your attitude is showing that your graph of morality, cleanliness, and professionalism is going down and due to this reason, you have created an alarming situation for yourself.

You were also given a handbook containing company rules and regulations. It is clearly mentioned that poor cleanliness and breaching the dress code is sheer negligence and will be dealt with in a strict manner. Mr. Meezo, cleanliness, and proper dressing is a sign of professionalism, and being one of the worthy organizations of the country, we want our employees to maintain a healthy, peaceful, and calm environment and this is only possible when there will be a standard of cleanliness coupled with proper dressing.

Such negligence attitude leads to harmful results which might be in the form of suspension or termination from the job if continues for a longer period. But, considering your seniority in the company, we want to give you another chance to bring a positive change in your behavior. So, you are advised to take this warning letter seriously and refrain from such activities in the future. If you are found not following the dress code, consequences would be hard in that case. I hope you will show a level of morality and professionalism from now onward.

Yours sincerely,

XYZ