

Notice of Dress Code Adjustment

Date: [Insert Date]

Dear Team,

We would like to inform you about an adjustment to the dress code for the upcoming corporate event scheduled for [insert date]. In light of [reason for adjustment], we have decided to modify the dress code to allow for a more comfortable experience.

The updated dress code is as follows:

- Business Casual is encouraged - collared shirts and slacks for men, casual dresses or tops with slacks/skirts for women.
- No denim or shorts, please.
- Comfortable footwear is recommended as there may be activities involving movement.

We appreciate your understanding and look forward to seeing everyone there in great spirits. Should you have any questions or concerns, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]