

Dress Code Clarification for Remote Work

Dear Team,

As we continue to adapt to our remote work environment, we want to take a moment to clarify our dress code expectations.

While working from home, we encourage you to maintain a level of professionalism that reflects our company culture. This includes:

- Business casual attire (e.g., collared shirts, blouses, slacks).
- Avoiding sleepwear or overly casual clothing (e.g., pajamas, workout clothes).
- Dressing appropriately for video calls (e.g., avoiding distracting graphics or inappropriate graphics).

Our aim is to help everyone feel comfortable while also respecting our professional environment. Thank you for your cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]