

# Subject: Update on Dress Code Policy

Dear Team,

We value your feedback regarding our current dress code policy. After careful consideration, we have decided to make some modifications to better accommodate your preferences while maintaining a professional atmosphere.

## New Dress Code Guidelines:

- Casual Fridays will be extended to every Friday.
- Jeans are now permitted on non-client meeting days.
- Smart casual attire is encouraged for daily wear.
- Footwear should remain business casual but may include more comfortable options.

These changes will take effect as of **[Insert Effective Date]**. We appreciate your input and hope these adjustments create a more comfortable workplace for everyone.

If you have further feedback or suggestions, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]