

Updated Dress Code Policy

Dear [Employee's Name],

We are writing to inform you of a revision to our dress code policy, which will take effect on [effective date]. The updated guidelines aim to promote a professional appearance while allowing for personal expression.

Revised Dress Code Guidelines:

- Business Casual attire is encouraged.
- Denim jeans are permitted on Fridays, provided they are in good condition.
- Clothing with offensive graphics or slogans is not acceptable.
- Footwear must be appropriate for a professional environment.

Please make sure to review the complete policy attached to this letter. We appreciate your cooperation in adhering to these guidelines.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]