

Dress Code Refresher for Annual Team Training

Dear Team,

As we approach our annual team training, we would like to take a moment to remind everyone of our dress code policy. Please ensure that you adhere to the following guidelines:

- Business casual attire is required.
- Avoid overly casual clothes such as ripped jeans or flip-flops.
- Ensure clothing is neat, clean, and professional in appearance.
- Company-branded apparel is encouraged.

We appreciate your cooperation and look forward to a productive training session!

Sincerely,
Your Management Team