

Formal Dress Code Announcement

Dear Team,

We are excited to announce an upcoming staff gathering scheduled for **[Date]** at **[Venue]** from **[Start Time]** to **[End Time]**.

As this is a formal event, we kindly ask all staff members to adhere to the following dress code:

- Men: Suit and tie, dress shoes.
- Women: Formal dress or tailored suit, dress shoes.

Your cooperation in maintaining a professional appearance will contribute to the success of the gathering.

Thank you for your understanding, and we look forward to celebrating together.

Sincerely,

[Your Name]
[Your Position]
[Company Name]