

Seasonal Dress Code Recommendations

Dear Team,

As we transition into the new season, we would like to provide some recommendations for our dress code to ensure a comfortable and professional environment.

Spring/Summer Dress Code

- Lightweight, breathable fabrics (cotton, linen)
- Bright, cheerful colors and floral patterns
- Smart-casual shoes (sandals and loafers are acceptable)
- Avoid overly casual attire (shorts, flip-flops)

Fall/Winter Dress Code

- Layered clothing (sweaters, blazers)
- Neutral tones and rich colors (burgundy, navy, forest green)
- Closed-toe shoes and boots
- Avoid excessively heavy winter gear in the office

We appreciate your cooperation in adhering to these guidelines and look forward to seeing everyone's seasonal attire!

Best regards,

HR Department