

# Updated Dress Code Guidelines

Dear [Employee's Name],

Welcome to [Company Name]! We are excited to have you as a part of our team. As you prepare for your first day, we would like to provide you with our updated dress code guidelines to ensure you feel comfortable and aligned with our company culture.

## Dress Code Guidelines

- **Casual Attire:** Jeans, polo shirts, and casual shoes are acceptable.
- **Business Casual:** Slacks, blouses, and dress shoes are encouraged for meetings.
- **Prohibited Items:** Flip-flops, ripped clothing, and any attire with offensive graphics.

We believe that dressing appropriately fosters a positive work environment. If you have any questions regarding the dress code, please feel free to reach out to your supervisor.

Looking forward to seeing you on your first day!

Best regards,

[Your Name]

[Your Position]

[Company Name]