

Reminder: Appropriate Work Attire

Dear Team,

This is a friendly reminder regarding our company's dress code policy. Please ensure that you are wearing appropriate work attire while at the office. The following guidelines should be followed:

- Business casual attire is encouraged.
- Avoid clothing with offensive graphics or language.
- Flip-flops and workout attire are not permitted.

Thank you for your cooperation in maintaining a professional environment.

Best regards,
Your Management Team