

# **Business Casual Guidelines for Employees**

Dear Team,

As we continue to foster a professional yet comfortable work environment, we want to remind everyone about the business casual dress code that we encourage in our workplace.

## **Acceptable Attire**

- Collared shirts (polo or button-down)
- Dress pants, chinos, or khakis
- Skirts or dresses of appropriate length
- Closed-toe shoes or smart sandals

## **Unacceptable Attire**

- Jeans (unless specified for a casual day)
- T-shirts or tank tops
- Flip-flops or overly casual footwear
- Short shorts or excessively revealing clothing

Please remember that your appearance reflects not only on yourself but also on our organization. We appreciate your cooperation in adhering to these guidelines.

Thank you,

HR Department