

# Corporate Attire Expectations

Dear Team,

As we continue to uphold our professional standards, we would like to reiterate our expectations regarding corporate attire within the workplace. Please ensure that your clothing aligns with the following guidelines:

- Business formal attire is required for client meetings and presentations.
- Business casual attire is acceptable on regular office days.
- Avoid overly casual clothing such as t-shirts, shorts, and flip-flops.
- Ensure clothing is clean, pressed, and in good condition.
- Personal grooming and hygiene should reflect professionalism.

We appreciate your cooperation in maintaining a professional work environment. If you have any questions regarding these expectations, please feel free to reach out.

Best Regards,  
Your Management Team