

Dress Standards for Client Meetings

Dear [Employee's Name],

As we strive to make a positive impression during our client meetings, we would like to remind everyone of our dress standards. Maintaining a professional appearance is essential in representing our company effectively.

Dress Code Guidelines:

- Business professional attire is required for all client meetings.
- Men should wear suits, dress shirts, and ties.
- Women should opt for tailored dresses, blouses with skirts, or pantsuits.
- Footwear should be dress shoes; avoid casual shoes such as sneakers or flip-flops.
- Accessories should be kept to a minimum and should be professional in nature.
- Avoid overly bright colors and patterns; stick to more subdued tones.

If you have any questions regarding the dress code, please feel free to reach out. Thank you for your cooperation and for helping us maintain a professional image.

Sincerely,
[Your Name]
[Your Position]