

# Employee Clothing Standards

Date: [Insert Date]

To: All Employees

Dear Team,

As part of our commitment to maintaining a professional work environment, we would like to remind all employees of the clothing standards that are expected within the workplace. Please adhere to the following guidelines:

- **Professional Attire:** Employees should wear clothing that reflects a professional appearance. Business casual attire is acceptable.
- **Footwear:** Appropriate footwear must be worn at all times. Flip-flops and overly casual footwear are not permitted.
- **Casual Days:** On designated casual days, employees may dress in a more relaxed style; however, clothing should still be neat and appropriate.
- **Personal Grooming:** Employees should maintain a clean and neat appearance, suitable for a professional setting.

Thank you for your attention to this matter. We appreciate your cooperation in creating a positive work environment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]