

Casual Dress Day Guidelines

Dear Team,

We are excited to announce that we will be having Casual Dress Days every Friday starting next week! To ensure that everyone is comfortable and appropriate at work, please follow the guidelines below:

- Clothing must be clean, neat, and free of holes or fraying.
- Avoid clothing with offensive language, graphics, or themes.
- Jeans are allowed, but please ensure they are in good condition.
- Flip-flops and beachwear are not permitted.
- Dress appropriately for client meetings or public events.

Thank you for your cooperation and let's make our Casual Dress Days enjoyable!

Best regards,
Human Resources