

Professional Dress Code Policy

Date: [Insert Date]

To: All Employees

From: [Your Company Name] Management

Dear Team,

As part of our commitment to maintaining a professional workplace, we are implementing a dress code policy to ensure all employees represent our company in the best possible manner. This policy is effective immediately and applies to all employees during working hours.

Policy Guidelines:

- Employees are expected to wear business professional attire unless otherwise specified.
- Acceptable attire includes dress shirts, blouses, dress pants, skirts, and appropriate footwear.
- Casual attire such as jeans, t-shirts, and sneakers are only permitted on designated casual days.
- Clothing should be clean, neat, and free from offensive graphics or language.
- Grooming must reflect a professional appearance at all times.

We appreciate your cooperation in adhering to this policy. If you have any questions or need further clarification, please do not hesitate to reach out to your supervisor.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]