

Dress Code Guidelines for the Holiday Office Party

Dear Team,

As we prepare to celebrate the holiday season, we want to ensure that everyone is informed about the dress code for our upcoming office party. Please find the guidelines below:

Dress Code: Festive Business Attire

- **For Women:** Holiday-themed dresses, nice blouses with skirts or slacks, or festive attire. Accessories such as holiday jewelry are welcome!
- **For Men:** Dress shirts with slacks, ties, or a holiday-themed sweater. A blazer is optional.

Important Points:

- Avoid overly casual attire such as jeans, t-shirts, or athletic wear.
- Comfortable shoes are encouraged, but please maintain a professional appearance.

We look forward to celebrating together and hope these guidelines help you in choosing your outfit for the evening. Thank you for your cooperation!

Warm regards,
Your HR Team