

# Holiday Decoration Compliance Memo

**Date:** [Insert Date]

**To:** [Insert Recipient Name]

**From:** [Insert Your Name]

**Subject:** Compliance with Holiday Decoration Guidelines

Dear [Recipient Name],

As we approach the holiday season, we would like to remind all team members about the importance of complying with our company's holiday decoration guidelines. These guidelines are designed to maintain a welcoming and inclusive environment for all employees and visitors.

## Guidelines for Holiday Decorations:

- Decorations must be in line with our company's values and mission.
- Avoid any decorations that may be considered religious in nature.
- All decorations should be safely installed and free from hazards.
- Ensure that common areas are not overly cluttered or obstructed.
- Compliance with fire safety regulations is mandatory.

We encourage creativity while adhering to these guidelines. Please ensure all decorations are taken down by [insert date] after the holiday season.

If you have any questions or need further clarification on the guidelines, please feel free to reach out.

Thank you for your cooperation and happy holidays!

Sincerely,  
[Your Name]  
[Your Position]