

Notice of Changes to Uniform Regulations

Date: [Insert Date]

Dear [Recipient's Name],

We would like to inform you of some important changes to our uniform regulations that will take effect starting [Effective Date]. These changes are intended to enhance our brand image and ensure a cohesive appearance among all staff members.

New Uniform Guidelines

- All staff members are required to wear the new company-branded polo shirts, which can be ordered through the HR department.
- Footwear must be black, closed-toe shoes. Sneakers are no longer permitted.
- Jewelry should be kept to a minimum, with only stud earrings allowed.
- Visible tattoos must be covered at all times while on duty.

We appreciate your cooperation in adhering to these new guidelines. If you have any questions or concerns, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]