

# Dress Code Amendment Notification

Date: [Insert Date]

Dear [Employee/Team Name],

We hope this message finds you well. We are writing to inform you of an amendment to the current dress code policy.

Effective [Start Date], the following changes will be implemented:

- [New Dress Code Item 1]
- [New Dress Code Item 2]
- [New Dress Code Item 3]

We believe these changes will promote a professional yet comfortable work environment. Please ensure that you adhere to the updated dress code starting from the effective date mentioned above.

If you have any questions or require further clarification, feel free to reach out to your supervisor or the HR department.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]