

Revised Dress Code Announcement

Dear Team,

We hope this message finds you well. As part of our ongoing efforts to enhance the professional environment of our workplace, we have reviewed and revised our dress code policy. This new dress code will take effect starting **[Effective Date]**.

Revised Dress Code Guidelines

- **Business Professional:** Formal attire is expected on all client-facing days.
- **Business Casual:** Casual slacks, blouses, and collared shirts are acceptable on non-client facing days.
- **Casual Fridays:** Jeans are allowed, provided they are clean and in good condition.
- **Footwear:** Closed-toe shoes are required at all times.
- **Accessories:** Please keep accessories professional and minimal.

We believe that these adjustments will help foster a more professional atmosphere and reflect the values of our organization. If you have any questions or feedback regarding this updated dress code, please feel free to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]