

Uniform Policy Modification Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Title]

Subject: Modification of Uniform Policy

Dear [Employee's Name],

We are writing to inform you of an important modification to our uniform policy that will take effect on [Insert Effective Date]. After thorough consideration and feedback from staff, we have decided to implement the following changes:

- [Detail the first modification]
- [Detail the second modification]
- [Any additional modifications]

These changes are designed to [explain reason for modifications, e.g., improve comfort, enhance professionalism, etc.]. We believe that these adjustments will benefit all employees and contribute to a positive work environment.

Please review the revised policy attached to this notice and feel free to reach out with any questions or concerns you may have.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]