

Attention: Updated Attire Policy

Date: [Insert Date]

Dear Team,

We are writing to inform you about an update to our attire policy, effective [Insert Effective Date]. This update is aimed at maintaining a professional and comfortable work environment for all employees.

Key Changes to the Policy:

- Business Casual Attire: [Details on what is considered business casual]
- Prohibited Attire: [Details on what is not acceptable]
- Special Events Exceptions: [Information about events that may allow different attire]

We believe these changes will help us continue to uphold our company's image while ensuring everyone feels comfortable in their daily attire. Please take some time to review the full policy attached.

If you have any questions or concerns regarding the updated attire policy, please feel free to reach out to [Contact Person/Department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]