

# Holiday Decoration Policy

Date: [Insert Date]

Dear Employees,

As the holiday season approaches, we would like to remind everyone of our Holiday Decoration Policy to ensure a festive yet respectful environment in our workplace.

## Policy Guidelines:

- All decorations must be appropriate for a professional setting.
- Common areas may be decorated, but please coordinate with your team.
- No personal decorations in shared spaces should be offensive or divisive.
- All decorations must be dismantled and removed by [Insert Date].
- Please refrain from using items that may trigger allergies (e.g., scented items, live plants).

We appreciate your cooperation in making our workplace festive and enjoyable for all. If you have any questions regarding this policy, please feel free to reach out to [Insert Contact Person's Name].

Happy Holidays!

Sincerely,

[Your Company Name]