

Clothing Policy Announcement

Dear Team,

We are writing to inform you of an important update to our clothing policy, effective immediately. This policy aims to create a professional and inclusive atmosphere for all employees.

Key Points of the New Clothing Policy:

- Employees are encouraged to wear business casual attire.
- Clothing should be clean, neat, and appropriate for the workplace.
- Casual wear is acceptable on designated casual days.
- Clothing with offensive graphics or language is not permitted.

We appreciate your cooperation and understanding as we implement this policy. If you have any questions, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]