

Dress Standards Reminder

Dear [Employee's Name],

We hope this message finds you well. We would like to take a moment to remind everyone about our company's dress standards.

As outlined in our employee handbook, appropriate attire includes:

- Business casual attire (e.g., slacks, collared shirts)
- Closed-toe shoes
- No offensive graphics or language on clothing

We appreciate your cooperation in maintaining a professional atmosphere for both our clients and colleagues. If you have any questions regarding our dress code, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]