

Uniform Compliance Reminder

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining uniform compliance, we would like to remind you of the following guidelines:

- All employees must wear the designated uniform during working hours.
- Uniforms should be clean, in good condition, and should represent our company's brand effectively.
- Any deviations from the uniform policy must be approved in advance by management.

We appreciate your cooperation in this matter and your continued dedication to upholding our company's standards.

If you have any questions or concerns regarding this reminder, please feel free to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]