

Dress Code Policy Reminder

Date: [Insert Date]

Dear [Contractor's Name],

We hope this message finds you well. As part of our commitment to maintaining a professional work environment, we would like to remind you of our dress code policy that applies to all contractors working on-site.

Dress Code Guidelines:

- Business casual attire is required.
- Jeans are permitted if they are clean and free of rips or tears.
- Shirts should have collars and be free of offensive graphics or language.
- Sneakers or casual footwear may be allowed; however, please ensure they are neat and in good condition.
- All attire should be appropriate for a professional setting.

We appreciate your cooperation in adhering to these guidelines. Should you have any questions regarding this policy, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]