

Reminder: Dress Code Policy

Dear Team,

This is a friendly reminder about our company's dress code policy. Maintaining a professional appearance is essential to representing our brand and creating a positive work environment.

Please ensure that your attire aligns with the following guidelines:

- Business casual attire is required for daily office work.
- Jeans are acceptable when paired with a collared shirt or company-branded attire.
- Footwear should be appropriate for a professional setting.
- Casual or athletic wear is not permitted during business hours.

If you have any questions regarding the dress code, feel free to reach out to your manager.

Thank you for your cooperation!

Sincerely,
Your HR Team