

Dress Code Policy Reminder

Dear Team,

This is a friendly reminder regarding our company's dress code policy. It is important that all employees adhere to the established guidelines to maintain a professional atmosphere.

Please ensure that your attire is appropriate and meets the following standards:

- No shorts or flip-flops
- Business casual attire is encouraged
- Clothing should be clean and free from rips or tears

We appreciate your cooperation in presenting a professional image to our clients and colleagues.

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

Thank you for your understanding.

Best regards,

Management Team