

Dress Code Policy Reminder

Dear [Employee's Name],

Welcome to [Company Name]! As you begin your journey with us, we want to remind you of our dress code policy to ensure a professional work environment.

The dress code is as follows:

- Business casual attire is expected in the office.
- Denim is acceptable only on casual Fridays.
- Clothing should be clean, neat, and in good condition.
- Dress appropriately for any client-facing meetings.

Please review our full dress code policy in your employee handbook for further details.

If you have any questions, feel free to reach out to your supervisor or the HR department.

We are excited to have you on our team!

Best regards,
[Your Name]
[Your Position]
[Company Name]