

Dress Code Policy Reminder

Dear Team,

I hope this message finds you well. As we continue to represent our organization, I would like to take a moment to remind everyone of our dress code policy.

Our dress code is designed to ensure that we maintain a professional atmosphere. Please make sure to adhere to the following guidelines:

- Business casual attire is required for everyday work.
- Jeans are acceptable if they are clean and free of rips or tears.
- Please avoid overly casual items such as flip-flops, sweatpants, or graphic tees.
- On Fridays, we may have "Casual Friday," where smart-casual attire is allowed.

Thank you for your cooperation in maintaining our professional environment. If you have any questions about the dress code, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]