

Store Policy Guidelines

Dear Team,

We are excited to announce the implementation of our new store policy guidelines, effective [Date]. Please take a moment to review the following key points:

Store Hours

The new store hours will be from [Opening Time] to [Closing Time], [Days of Operation].

Customer Service

All employees are required to greet customers within 30 seconds of entering the store and assist them with any inquiries.

Return Policy

Returns will be accepted within [Number] days with a receipt. No refunds will be given without proof of purchase.

Dress Code

All employees must adhere to the professional dress code, including [specific clothing requirements].

Health and Safety

Employees must follow all health and safety protocols, including [specific protocols].

We appreciate your cooperation in implementing these guidelines. Together, we can continue to provide excellent service and create a safe and welcoming environment for our customers.

Sincerely,

[Your Name]

[Your Position]

[Store Name]