

Subject: Interview Attire Guidelines for Your Upcoming Interview - [Company Name]

Dear [Candidate Name],

We are looking forward to meeting with you on [Date] at [Time] for your interview for the [Job Title] position.

To help you prepare, we would like to provide some guidance regarding our office dress code. At [Company Name], our preferred attire for interviews is **[Business Professional / Business Casual / Casual]**.

Recommended Attire:

- [Example: Suit and tie or professional dress]
- [Example: Slacks or chinos with a collared shirt]
- [Example: Clean, professional footwear]

Please note that [Specific Rule, e.g., we have a scent-free policy / safety shoes are required for the warehouse tour].

Our goal is for you to feel comfortable and confident during your visit. If you have any questions regarding these guidelines or the interview process, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]