

To: [Employee Name / All Staff]

From: [Your Name/Department]

Date: [Date]

Subject: Exception to Casual Friday Dress Code

Dear [Employee Name/Team],

Please be advised that there will be an exception to our standard Casual Friday dress code on Friday, [Date].

Due to [Reason: e.g., an important client visit, board meeting, or formal event], all employees are required to wear [Specific Dress Code: e.g., business professional or business formal] attire for the duration of the day.

The regular Casual Friday policy will resume on [Date of following Friday].

Thank you for your cooperation and for representing the company professionally.

Best regards,

[Your Signature]

[Your Job Title]