

[Date]

[Worker Name]

[Worker Address]

[City, State, Zip Code]

Subject: Dress Code Requirements for [Client Name]

Dear [Worker Name],

This letter is to inform you of the specific dress code requirements for your upcoming assignment with our client, **[Client Name]**, starting on **[Start Date]**.

As a representative of [Staffing Agency Name], it is important that you adhere to the following dress standards required by the client site:

Assignment Dress Code: [e.g., Business Professional / Business Casual / Industrial Safety / Scrubs]

Required Clothing Items:

- [Item 1: e.g., Collared shirt or blouse]
- [Item 2: e.g., Slacks or khakis]
- [Item 3: e.g., Closed-toe shoes]

Required Safety Gear (PPE):

- [Item 1: e.g., Steel-toed boots]
- [Item 2: e.g., High-visibility vest]

Prohibited Items:

- [Item 1: e.g., Jeans with holes]
- [Item 2: e.g., Open-toed sandals]
- [Item 3: e.g., Clothing with visible logos]

Please ensure you are fully compliant with these requirements upon arrival. Failure to adhere to the client's dress code may result in being sent home or the termination of your assignment.

If you have any questions or need assistance obtaining required safety gear, please contact your supervisor at [Phone Number].

Sincerely,

[Your Name]
[Your Title]
[Staffing Agency Name]