

Date: [Insert Date]

To: All Employees

From: [Insert Name/Department]

Subject: Announcement of New Uniform and Dress Code Policy

Dear Team,

This letter is to inform you that [Company Name] will be implementing a new Uniform and Dress Code Policy, effective as of [Insert Effective Date].

The purpose of this update is to ensure a professional appearance that aligns with our brand values and to provide clear guidelines for all staff members. We believe these changes will foster a sense of unity and maintain a high standard of presentation for our clients and partners.

Summary of Key Changes:

- [Insert Change 1, e.g., Specific color requirements for shirts]
- [Insert Change 2, e.g., Requirements for footwear]
- [Insert Change 3, e.g., Guidelines for Casual Fridays]
- [Insert Change 4, e.g., Information on provided company uniforms]

Action Required:

Please review the full policy document attached to this email or available on the company portal at [Insert Link/Location]. All employees are expected to be in full compliance by [Insert Compliance Deadline Date].

If you have any questions regarding these new guidelines or require assistance with uniform sizing, please contact the Human Resources Department at [Insert Contact Information].

Thank you for your cooperation and for your continued commitment to representing [Company Name] professionally.

Best regards,

[Your Name]

[Your Title]

[Company Name]