

[Company Name]
[Department/HR]
[Date]

To: All Employees

Subject: Professional Grooming and Appearance Standards

Dear Team,

This letter serves as a reminder of the professional grooming and appearance standards expected at [Company Name]. Our goal is to maintain a professional environment that reflects our values and ensures a positive impression on our clients and partners.

Please adhere to the following guidelines:

- **Attire:** Clothing should be clean, pressed, and appropriate for a [Business/Business Casual] environment. Avoid torn, overly casual, or revealing garments.
- **Personal Hygiene:** Employees are expected to maintain high standards of personal cleanliness and hygiene daily.
- **Grooming:** Hair, including facial hair, should be kept neat and well-groomed.
- **Safety Gear:** If applicable to your role, all required safety apparel and uniforms must be worn correctly at all times.

We appreciate your cooperation in representing [Company Name] with professionalism. If you have any questions regarding specific requirements or religious accommodations, please contact the Human Resources department.

Regards,

[Name]
[Title]
[Company Name]