

Date: [Insert Date]

To: All Employees

From: [Insert Name/HR Department]

Subject: Seasonal Summer Dress Code Update

Dear Team,

To ensure everyone remains comfortable during the warmer months, we are implementing a seasonal update to our dress code policy. This update will be effective from **[Start Date]** until **[End Date]**.

During this period, the following guidelines apply:

- **Approved Attire:** [e.g., Polo shirts, cotton slacks, capris, summer dresses, and blouses].
- **Footwear:** [e.g., Clean loafers, boat shoes, or dress sandals. Please note that flip-flops remain prohibited].
- **Professional Standards:** While the dress code is more relaxed, please ensure all clothing remains professional, clean, and free of offensive graphics or excessive wear.

Please remember that if you have a meeting with external clients or partners, you are expected to adhere to our standard [Business/Business Casual] attire.

If you have any questions regarding specific items of clothing, please contact the HR department.

Thank you for your cooperation, and enjoy the summer season!

Best regards,

[Your Name]

[Your Title]

[Company Name]