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| **COMPANY NAME** |
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# New Work Policy -2019-20

To: Recipient Name

From: Your Name

CC: CC Name

Dear all, I want to speak to you on a very important issue that needs to be dealt as soon as possible. All of you must know that the dressing of a person means everything in the very first glimpse even before that person utters a single word, he\she is being judged for whatever he\she is wearing. The requirements of the workplace and professional way of dressing is something that everybody working in a firm must know.

We have received many complaints about the weird dressing of some employees which cause uneasiness and discomfort for many others including co-workers and clients as well. We always intend to keep the atmosphere of our company healthy and constructive no matter what.

That is why keeping in view the above narrated and repeated complaints; the company has decided to revise the policy regarding the elimination of leniency in the dress code. The changes made by the authorities in the policy are listed below:

* Wearing too petite clothing or showing too much skin for a professional work environment is prohibited.
* Ladies should always wear a coat on their dress pants shirt, though they can wear jewelry by keeping it moderate too.
* Though piercing is not appreciated at the workplace, yet we understand that you have a life ahead out of the workplace as well, so an adequate piercing with a good taste of jewelry is also allowed.
* Men are not allowed to come to the office wearing shorts & rough dresses. Everything should be in a professional way that does not hinder others in proceeding a good day.

We are quite optimistic that all of you will strictly abide by the changes made in the policy as it is only to promote a healthy atmosphere in the office. This policy is effective right after one week on [date & day] so that you can buy new clothes according to the standards of professionalism. Anyone who found disobeying the rules will be dealt in discipline.

With thanks