TO: The employees of the Company

FROM: The H.R Director

DATE: 21 April, 2010

SUBJECT: Dress Code for the Employees

This letter comes as a means to inform all the employees about the rules that go with the dress code. All employees should know that there are certain policies that are used in directing a dress code.

Considering the fact that our company addresses a lot of people every day in the office, it becomes even more important to common appearance in terms of uniform. The following criteria should be looked into while finalising the dress code.

* When it comes to men, it is always advisable to go in for three piece suits or also pant shirt and a jacket. One thing that should not be overlooked is the importance of long sleeves.
* Women should go in for formal business wear. There is always an option for either skirts or pants.

Please contact the reception is there is any other query.

Thank you.