**MEMORANDUM**  
**To:** All Employees  
**From:** Reeshav Mainali, Chief Executive Officer  
**Date:** 01/01/2025  
**Subject:** Dress Code Policy

Dear Team,

As representatives of ABC Company, we all play a crucial role in shaping the image and reputation of our organization. A professional appearance not only reflects our company’s values but also contributes to fostering a respectful and cohesive workplace environment.

To ensure consistency and uphold our standards, we are reinforcing the company’s **Dress Code Policy** effective **01/02/2025**. The following guidelines outline acceptable workplace attire:

**Dress Code Guidelines**

1. **Business Casual Attire**: Employees are expected to dress in business casual attire during office hours. This includes slacks, khakis, skirts, blouses, button-down shirts, and appropriate footwear.
2. **Professional Attire for Client Interactions**: When meeting clients or attending external events, professional business attire is required, such as suits, ties, dresses, or equivalent formal wear.
3. **Casual Fridays**: Employees may wear casual attire on Fridays, provided it is neat, clean, and appropriate for the workplace (e.g., jeans without tears, casual shirts, and sneakers).
4. **Prohibited Items**: Items such as ripped clothing, athletic wear, flip-flops, overly casual t-shirts, or any clothing with offensive graphics or language are not permitted.

**Compliance**

Supervisors and managers are responsible for ensuring their teams adhere to this policy. If you are unsure whether an item is appropriate, please consult your manager or refer to the employee handbook for additional guidance.

**Flexibility and Accommodation**

We understand the importance of personal expression and cultural or religious attire. If you have specific needs or concerns regarding the dress code, please feel free to reach out to [HR Contact/Department].

Thank you for your cooperation in maintaining a professional and welcoming work environment. Let’s continue to make ABC Company a place where both employees and clients feel respected and valued.

Best regards,  
Reeshav Mainali  
Chief Executive Officer  
ABC Company