Dress code reminder email

Send a team reminder before a season change, a client visit or a safety audit, or when several people have drifted from the standard. Address one person privately, in conversation first, never with a group email aimed at them.

TEAM-WIDE REMINDER

Subject: Reminder: dress code for [Site or Team]

Hi team,

A quick reminder of our dress code for [Site or Team], since we've noticed a few things slipping recently.

The standard:

- [Requirement 1, e.g. closed-toe, slip-resistant shoes on the production floor at all times]
- [Requirement 2, e.g. company ID badge visible above the waist]
- [Requirement 3, e.g. no loose jewelry or dangling cords near conveyors]

The reason is [Reason, e.g. safety: these three items account for most of the near-misses we logged last quarter].

The full policy is here: [Policy Link]. If you need an exception for religious, medical or other reasons, talk to [HR Contact] and we'll work it out with you privately.

Thanks,
[Your Name]
[Title], [Company]

SEASONAL REMINDER

Subject: Summer dress code: what's OK and what isn't

Hi everyone,

With warmer weather coming, here's a short reminder of what works in the office from [Start Date] to [End Date].

Fine: [Examples, e.g. polo shirts, knee-length shorts, sandals with a back strap].
Not fine: [Examples, e.g. flip-flops, tank tops, athletic wear].

On days when you're meeting clients or visitors, please follow our standard business casual guidelines.

Full policy: [Policy Link]. Questions go to [HR Contact].

Thanks,
[Your Name]

EVENT OR VISIT

Subject: Dress for [Event] on [Date]

Hi team,

For [Event, e.g. the client site visit] on [Date], please wear [Dress Standard, e.g. business casual: collared shirt or blouse, slacks or skirt, closed shoes]. Normal dress code applies the rest of the week.

If you don't have something suitable or need an accommodation, let me know by [Deadline] and we'll sort it out.

Thanks,
[Your Name]

PRIVATE NOTE TO ONE EMPLOYEE

Subject: Following up on our conversation

Hi [First Name],

Thanks for talking with me today. As discussed, our dress code for [Role or Area] requires [Specific Requirement], and on [Date or Dates] that wasn't followed.

Going forward, please [Expected Change]. If something makes this hard, such as cost, a medical issue or a religious practice, tell me or [HR Contact] and we'll find a solution.

This note is a record of our conversation, not a formal warning.

[Manager Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Reminder: dress code for [Site or Team]
- Summer dress code: what's OK and what isn't
- Dress for [Event] on [Date]
- Safety footwear reminder
- Quick reminder on uniform standards
- Following up on our conversation
- Updated dress code from [Effective Date]

SMS / WHATSAPP VERSION

Hi team, reminder for [Site]: [Requirement] on the floor every shift starting [Date]. Full policy: [Policy Link]. Need an exception? Talk to [HR Contact]. Thanks, [Your Name]

Placeholders to replace: [First Name], [Site or Team], [Requirement 1], [Reason], [Policy Link], [HR Contact], [Start Date], [End Date], [Event], [Date], [Deadline], [Specific Requirement], [Expected Change], [Manager Name], [Your Name], [Title], [Company]