

**Terrapin Insurance Corporate Office**  
Cosmo Street Branch  
Terrapin, TX, 23456

Dear Staff:

Subject: Casual Fridays

We all know that our favorite day of the week is Friday, not just because it is the last day before the weekend starts, but also because we have Casual Fridays, where we are free to dress comfortably after a long and strenuous week of hard work.

The Terrapin Insurance Corporate office have requested that the Cosmo Street Branch no longer practice Casual Fridays.

While the concept of Casual Fridays has its benefits, there are also some drawbacks. The Cosmo Street Branch is known for its integrity and professionalism. The practice of dressing casually on Fridays does not give the company the best look. Many companies are now eliminating casual Fridays because workers are assuming that Fridays are more like an off-day, which greatly affects productivity in the workplace. We want to give the impression that Friday's are just as important and serious as any other day, rather than perpetuating the concept of Friday being a "lazy" day of leisure.

The Cosmo Street Branch has prided itself on rewarding its staff for their hard work and dedication. Even though we will not have Casual Fridays anymore, we will have complimentary treats for everyone to enjoy on Friday's from now on; and we will take employee requests.

Our company is proud to have such loyal and understanding employees that we want anyone working in our branch to feel like they are working in a safe and courteous work environment, and we will continue to do our best at rewarding the hard work of our staff.

Sincerely,

***Michael Scott***

Michael Scott  
HR Manager