**Terrapin Insurance Corporation**

Cosmos Street Branch

434 Longwood University Drive

Farmville, VA 23901

8 March 2018

Dear Staff:

Subject: Casual Fridays

As current employees of Terrapin Insurance Corporation, you are all aware of the certain high business standard that we hold our company too. This company has developed such great success due to the level of professionalism that we offer.

At the previous monthly work meeting, many employees brought up the idea of having casual Fridays but still maintain a business casual profile. Business casual clothing includes polo’s, khakis, blouses, and nice dresses. Business casual clothing does not include jeans, sundresses, or tennis shoes. Since the previous meeting, the company has participated in casual Friday and I have received a variety amount of feedback from customers and also other employees from other branches.

After talking with some of the individuals that expressed their concerns and also seeing some of the conflicts myself, some employees did not apprehend the business casual rule. At Terrapin Insurance Corporation, we like to uphold our standards of being a well-maintained and professional business. When customers walk into our business, we want to maintain a professional appearance about our company. If a customer walks in and an employee is in blue jeans, that is not portraying a professional appearance. Numerous customers have expressed their thoughts about how it is difficult for them to trust their insurance agent when they are possibly wearing jeans. We are a wonderful professional business and we should always strive to portray that image at all times.

Instead of having casual Fridays, as a branch, we could have an office lunch on Fridays. Everyone could bring a small portion of finger foods and drinks. This would be a wonderful bonding experience for all of the coworkers along with allowing us to have a little downtime at the end of each week.

Terrapin Insurance Corporation would not be at the level of satisfaction at which we are at today if it was not for each one of your hard work and dedication to this company. We appreciate everything that each one of you does and are excited about the future of this company.

Yours sincerely,

Morgan Bohannon

Manager