

Farmville Insurance Corp.
Farmville Main Street Branch
201 High Street
Farmville, VA 23909

March 3, 2021

Dear employees:

The administration has loved the increased morale we have seen since implementing Casual Fridays into our workweek. At Farmville Insurance Corp., we hope to promote the wellness of all our staff members, by allowing you some flexibility within the weekly work schedule. Because of this, we created “Casual Friday,” but this luxury has started to become abused by a select few.

It seems as if we will need to come together as a company and establish a way to dress appropriately. Due to repeated instances of inappropriate dress, we have to cancel Casual Fridays until we reevaluate appropriate dress code standards. We want our coworkers to feel comfortable but we also need to maintain a professional image to our customers. In addition, when looking at appointment schedules in recent months, Fridays are typically one of the busiest days. We have a lot of people in and out of the office so we need to alter our casual days to fit with one of our less busy days.

Perhaps we will change Casual Fridays to Mellow Mondays? We will be holding a staff meeting later this week to discuss dress standards. We realize this is an unexpected change so we will end this week with a casual dress day. Expect changes to be implemented for next week though. If you have any concerns or suggestions for new dress standards, please contact Michelle Adams in the PR department.

Sincerely,

Payten Bovat
Farmville Insurance Corp., Manager