

Terrapin Insurance Corporation

To: All Staff, Cosmos Street branch
From: Stacy Lowe
Date: February 24, 2018
Subject: Casual Fridays

Thank you for your continued hard work in our branch. We recognize and appreciate each and every one of you and your dedication to this company.

We have had a few questions regarding the status of casual Fridays in the past few weeks. We acknowledge the confusion, as the staff policy has been changing recently.

The company feels that the professionalism that is associated with professional dress is important in the workplace. Clients have made comments that during meetings on casual Fridays, there is a sense of a lower level of professionalism due to the dress of our staff. So for the time being, casual Fridays have been cancelled.

We realize that this may not be ideal for some of you, but in replacement of casual Fridays, the company is offering a new line of comfortable yet professional clothing. This will include items such as cotton collared shirts, cardigans, and jackets with our company emblem that allow our staff to be professional yet comfortable all at the same time. The company will be allowing each of you to choose up to three items from the catalog for free, hoping to make the transition away from casual Fridays easier.

Nothing is more important than the satisfaction of not only our customers, but our staff. If you have any questions or concerns, please do not hesitate to reach out.

Enclosed: Catalog and order form for new work apparel

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