

From,

[Name of the Company]

[Sender's Name]

[Job Title]

[Address, Zip Code]

[Phone]

[Email]

[Date]

To,

[Recipient's Name]

[Job Title]

[Address, Zip Code]

Subject: Letter of Approval for New Uniform

Dear [Recipient's Name],

This is to inform you that we have received and considered your request for approval of a new uniform. I feel pleased to declare that the company has approved the request.

Hence from the date [Date], a new uniform will be applicable and mandatory for employees to wear while working.

A uniform is not only a dress code that represents our brand value but also brings a sense of unity to the workplace. It symbolizes the very spirit of equality and hierarchy in an organization.

Keeping a view on that [Name of Company] has decided to modify and bring a fresh perspective into work culture by approving a new uniform.

Special care will be taken to cater to the need of the work hour comfort of the employee by choosing the appropriate material for the uniform.

I hope all the employees will be happy with the decision.

Sincerely,

[Sender's Name].