

# Memo

**To:** Janella Green, Tionja Richards, Monica Vining, Travis Brown, Kelly Solliday  
**From:** Tempest Jolley  
**CC:** Jamarr Rayne  
**Date:** 10/12/10  
**Re:** Casual Friday

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As you all know, we have hoped to establish a casual Fridays at the office for some time now. Because many of our superiors were unsure of the effect a casual Friday may cause on our patrons, we have yet to receive the go-ahead for an official Casual Friday. We have, however, received a hesitant go-ahead for a "relaxed" Friday. For those of you who are not sure of the difference, here is what was explained to me:

A relaxed Friday means that we are able to wear business casual. This includes dress slacks, skirts, buttoned-up or Polo shirts and dress shoes. On relaxed Fridays, you are free to come to work without a tie or jacket. Pearls are not required. Some prohibited clothing includes anything resembling a Hawaiian shirt, sneakers or other athletic trainers or open-toe shoes or sandals.

As always, please discuss with me any questions that you have prior to Friday. Please do not come to work challenging the boundaries of relaxed because you may jeopardize our fragile agreement with our superiors. Thank you!