

# Sample Incoming Traveler E-mail Template

Dear (First Name),

Aloha! We are so excited to have you as an incoming traveler to our exciting destination. Below you will find information on what to expect your first day and some additional helpful information.

## DAY ONE OF TRAINING

(Weekday, Month, Date)

(Time)

(Address)

(Google map link for directions)

(Parking Information – If applicable)

(Travel Guide(s): Your name(s) here)

(Travel Guide(s) Contact Information: Your phone number(s) and e-mail(s) here)

## DRESS CODE

(Add dress code here, if applicable)

## SCHEDULE OVERVIEW – DAY ONE

X:00 am – X:00 am                      Overview of Division,  
Our function in the Department

X:00 am – X:00 am                      Introductions to team

X:00 pm – X:00 pm                      Meet your Travel  
Guides & Destination Manager

X:00 pm – X:00 pm                      Go over proposed  
training schedule

X:00 pm – X:00 pm                      Next Steps

## WHAT TO BRING

- Include anything a traveler might need to have with them when training with you.

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## GET TO KNOW US

(Link to Team SharePoint)

(Link to Division Page on Website)

(PowerPoint presentation PDF of the team they will be traveling to – this would ideally contain a slide for each team member that they create themselves. Encourage each team member to add their personality to their slide and provide both professional and personal information. They can also include their MBTI type, Strengths from the Strengths Finder, or any other helpful information that would assist the traveler in getting to know those who may be training them).

We are so excited to have you– welcome to (Division Name)!

(Your Name)

(Signature Info)