

TO: All Division Managers

FROM: Your Department

CC: Your Department

Aloha, _____!

We are excited to introduce a new program that will be rolling out soon! The Passport Program is a new cross-training program that is being rolled within the _____. The Passport Program is intended to provide our employees with exposure to all the various functional areas of the department. Participating in the program enables a staff member to learn how to execute specific tasks and projects in a given functional area, by working with another staff member or team for a set period of time.

INCLUDE INFORMATION RE: PILOT, PARTICIPATING TEAMS, LAUNCH DATE, ETC.

For more information on the program, guidelines and upcoming travel alerts please visit our SharePoint site at _____.

Bon Voyage!

