

TO: NON-PARTICIPATING DEPARTMENT MANAGERS

FROM: Your Department

BCC: Your Department

Aloha!

We are excited to have received such a tremendous amount of positive feedback since the launch of the Passport Program within _____. Since the launch of the Passport Program in _____, we have been working alongside all participating parties to make necessary improvements and refinements to the program and its utilization in our Department.

One thing is certain – the success of the Passport Program relies heavily on available travel destinations. In order to continue its success division participation within _____ is crucial, and so, we are reaching out in hopes that you would be interested in participating in the Passport Program by hosting travelers to your team. By doing so, travelers can expand their travel possibilities which results in increased training and development across our department as a whole.

If you are interested in your division becoming a travel destination, please reach out to _____ for more information by emailing _____. We look forward to hearing from you and are excited to have your division be a part of the Passport Program!

Bon Voyage!

