

## Sample Post Travel E-mail: Day After Travel Completion

Dear (First Name),

Bonjour! It has been a pleasure having you as a traveler to our destination and hope that we have met or exceeded your expectations. We would like to take this time to thank you for choosing our division as your travel destination. It has truly been an honor.

(Enter positive feedback about travel experience with traveler).

At this time, please ensure that you update your resume so that it includes your Passport Program travel experience. Please know that should you need assistance with updating your resume, I will be more than happy to help. If you should have any questions in the future, please feel free to reach out to me as well. If you would prefer, we can schedule a meeting to discuss any additional questions or concerns that may arise in the next few weeks.

If you have not already, please be sure to complete your Post-Travel Survey issued by our Passport Program Administrator. Completion of this survey allows them to better assess your travel experience, which helps in future improvements for the Passport Program.

On behalf of our entire team, thank you for travelling to (Division Name)!

(Your Name)

(Signature Info)