

To: Employee  
From: Your Department  
CC: Employee's Manager, Program Administrator

Aloha!

Thank you for your application to the travel alert: TRAVEL ALERT HERE. Please accept this e-mail as confirmation that we have received your application in the system.

We are currently reviewing your application and boarding pass information, and will be in contact very soon!

Please feel free to reach out to our team should you have any questions in the meantime. We would be happy to assist!

Happy travels!

\*\*Note: This is an automatically generated e-mail sent from SharePoint. You, as the Program Administrator, do not need to manually send this e-mail.

