

TO: Division Manager(s)

FROM: Your Department

CC: Your Department

Aloha, Passport Program pilot managers!

We are so close to our Passport Program go-live date of ____! We are so excited to begin coordinating travel and facilitating the process for you, your teams, and the participants or “travelers” in the program.

We are reaching out to you today, as our team is in need of travel alerts to release to the department on _____. If you anticipate being able to accept travelers to your team and are ready for us to begin the application process on _____, please reply to this e-mail with the following information:

How many travelers are you able to accept at this time?

Travel Destination (Your team)

Who you have selected as the travel guide(s) on your team (Who will be conducting the training?)

Anticipated start date of travel (When is this project or work available? When would you like the traveler(s) to start?)

What is the anticipated length of travel? (Example: 5 hours a week for 2 months)

Thank you in advance for your participation and willingness to host travelers to your team. As always, please feel free to reach out should you have any questions!

Bon Voyage!

