

**TO: Whole Department**

**FROM: Your Department**

**CC: Your Department**

*Bonjour, \_\_\_\_\_!*

The Passport Program launch date is officially here! Soon, team members will have the opportunity to cross-train by way of “travel alerts,” which will be released later today.

Before these travel alerts are distributed to the \_\_\_\_\_ department this morning/afternoon, we would like to provide you with all of the travel brochures highlighting the exciting destinations that will be available for travel at this time. Please review the attached travel brochures and itineraries and be ready to apply to any travel alerts that interest you, once they are e-mailed later today.

Get your Boarding Passes ready and prepare for takeoff! Remember, a Boarding Pass is required, and you will be asked to attach this document to your application.

Please feel free to reach out to the team should you have any questions on the attached, or on the travel alerts that will be released later today. We would be happy to assist!

*Bon Voyage!*

