

Welcome to [Company Name] Corporate Travel Program

Dear [Employee Name],

We are excited to onboard you into our corporate travel account. As part of [Company Name], you now have access to our exclusive travel services and benefits.

Account Details

Your corporate travel account has been successfully created. Below are your login details:

- **Username:** [Your Username]
- **Password:** [Temporary Password]

Please log in at [Travel Portal URL] to change your password and explore available travel options.

Next Steps

1. Log into your travel account.
2. Review the travel policy document provided in the portal.
3. Update your personal and payment information.

If you have any questions or need assistance, please do not hesitate to contact our travel support team at [Support Email] or call us at [Support Phone Number].

We look forward to supporting your travel needs!

Best regards,

[Your Name]

[Your Position]

[Company Name] | Corporate Travel Department