

Essential Travel Protocols

Dear Team Members,

As we prepare for upcoming travel, please adhere to the following essential travel protocols to ensure safety and compliance:

1. Complete the Travel Risk Assessment form at least one week prior to departure.
2. Ensure you have the necessary vaccinations and health documents as required by the destination.
3. Follow local health regulations, including mask-wearing and social distancing.
4. Keep emergency contact information readily available during your travels.
5. Stay updated on travel advisories and restrictions for your destination.

If you have any questions regarding these protocols, please do not hesitate to reach out.

Safe travels!

Best regards,
[Your Name]
[Your Position]
[Your Company]