

Travel Advisory for Departmental Outing

Date: [Insert Date]

To: All Employees

Subject: Mandatory Travel Advisory for Upcoming Departmental Outing

Dear Team,

This is to inform you about the upcoming departmental outing scheduled for [Insert Date]. As part of our commitment to ensuring a safe and enjoyable experience for everyone, we have established the following travel advisories that must be adhered to:

- Please ensure that you have completed all necessary travel documentation.
- All participants must carry valid identification at all times during the outing.
- Follow all local guidelines and health protocols in place at the destination.
- Group transportation will be provided, and all attendees are required to use this service.
- Emergency contact numbers will be distributed prior to departure, and all participants are encouraged to save them.

Your adherence to these advisories is mandatory and crucial for ensuring the safety and well-being of all participants. If you have any questions or concerns, please reach out to your supervisor.

Thank you for your cooperation and looking forward to a great outing!

Sincerely,

[Your Name]

[Your Position]

[Your Department]