

Travel Arrangement Notification

Dear [Staff Name],

We are pleased to inform you that your travel arrangements have been finalized for the upcoming [Event/Meeting/Conference] on [Dates]. Below are the details of your travel itinerary:

Travel Itinerary

- **Departure Date:** [Departure Date]
- **Return Date:** [Return Date]
- **Flight Details:** [Flight Number and Time]
- **Accommodation:** [Hotel Name and Address]
- **Transportation:** [Details about transportation arrangements]

Please make sure to arrive at the airport at least [X] hours before departure. If you have any questions or require additional information, feel free to reach out to [Contact Person's Name] at [Contact Email/Phone Number].

Thank you, and safe travels!

Best regards,

[Your Name]

[Your Position]

[Company Name]