

Infant Travel Policy Enforcement Reminder

Dear [Employee's Name],

We hope this message finds you well. We would like to take this opportunity to remind you of our company's Infant Travel Policy and the importance of adhering to these guidelines.

As you may know, our policy ensures the safety and comfort of infants during travel. We expect all employees to comply with the following key points:

- All infants must be secured in an approved car seat while traveling.
- Travel arrangements should prioritize direct routes and minimal layovers.
- Ensure all necessary travel documentation is prepared in advance.

Failure to comply with these policies may result in a review of our travel arrangements. Your cooperation is essential in maintaining a safe environment for our youngest travelers.

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]