

Travel Handbag Policy Overview

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Overview of Travel Handbag Policy

Dear [Employee's Name],

As part of our commitment to ensuring a professional and organized travel experience for all employees, we have developed a Travel Handbag Policy. This policy outlines the guidelines for handbags and personal items to be carried during business travel.

Policy Highlights:

- Each employee is allowed to carry one personal handbag weighing no more than [insert weight limit].
- Handbags must fit under the seat in front of you or in the overhead compartment.
- Only essential items related to business travel should be included in the handbag.
- Compliance with airline regulations regarding personal items is mandatory.

We appreciate your cooperation in adhering to this policy, as it helps us maintain a seamless travel experience. Should you have any questions regarding the Travel Handbag Policy, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]