**[DATE]**

As we enter into the summer months, many of you may be considering or re-evaluating your vacation and travel plans. **[Company Name]** is mindful of the ongoing COVID-19 pandemic, as well as the many travel restrictions still in place throughout the country. In light of this, we will be reviewing all new and previously-approved vacation requests for the period of June and July 2020. This period of additional review may be extended later in the year depending on ongoing travel restrictions. As part of our review, we may request information regarding your destination and plans while away from the office. Depending on your destination, we may deny or rescind new and previously-approved vacation requests.

Please direct any questions or concerns to the Human Resources Department.