

## EMPLOYEE WARNING LETTER (DRIVING PRIVILEGES)

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

As you know, {Company name} is committed to the safety of their employees and to the safety of the public. We monitor the Motor Vehicle Records of our employees who may drive during the course of employment to ensure we are only allowing safe drivers on the road.

Because of the following circumstances associated with your driving record, we want to reinforce and make sure you understand the importance of your driving record—and how it could affect your employment with {Company name}.

### Items of Concern:

#### • DATE AND VIOLATION

We will continue to monitor your motor vehicle driving record. **If you receive another ticket or traffic violation there will be consequences, up to and including termination of employment.** {Company name} reserves the right to enforce any of the following consequences, and our decision will be based on the severity of the violation and any other circumstances that {Company name} decides are relevant:

- Demotion/Reassignment
- Suspension of driving privileges
- Revocation of driving privileges
- Termination of Employment

If you receive another violation, **whether it is on or off the job**, you are to notify {Company name} immediately. Failure to do so could compromise your driving status and/or employment.

We look forward to your continued employment and appreciate what you bring to our Company. Please sign below acknowledging that you were made aware of and understand our concern and that you agree to immediately notify **Supervisor, Department** of any traffic or driving violation or citation you receive. If you have any questions, or would like to discuss this Letter, please contact {Name Surname}, Director of Human Resources.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

# Sample Letter For Driving Privileges From Employer

**Jin-Ying Zhang**



**Sample Letter For Driving Privileges From Employer:**

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