

Driver Assignment Change Notification

Date: [Insert Date]

To: [Driver's Name]

From: [Your Name/Your Position]

Subject: Change in Driver Assignment

Dear [Driver's Name],

We are writing to inform you of a change in your assignment that will take effect on [Insert Effective Date]. Effective immediately, you will be assigned to [New Route/Location or New Assignment Details]. This change is necessary due to [brief reason for the change, if appropriate].

Please report to [New Reporting Location/Time] and ensure that all necessary adjustments are made to accommodate this change.

If you have any questions or concerns regarding this change, please feel free to reach out to me directly at [Your Contact Information].

Thank you for your understanding and flexibility.

Sincerely,

[Your Name]

[Your Position]

[Company Name]