

Driver Incident Safety Training Notification

Date: [Insert Date]

To: [Driver's Name]

From: [Your Company's Name]

Subject: Mandatory Safety Training Notification

Dear [Driver's Name],

We are writing to inform you that, due to your recent involvement in a driver incident, you are required to attend a mandatory safety training session. The aim of this training is to enhance your driving skills, reinforce safe driving practices, and reduce the likelihood of future incidents.

The details of the training session are as follows:

- **Date:** [Insert Training Date]
- **Time:** [Insert Training Time]
- **Location:** [Insert Training Location]
- **Duration:** [Insert Duration]

Please confirm your attendance by [RSVP Date]. If you have any conflicting engagements, contact your supervisor immediately to discuss alternatives.

We appreciate your cooperation and commitment to safety.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Contact Information]