

Driver Incident Warning Letter

Date: [Insert Date]

To: [Driver's Name]

Address: [Driver's Address]

Dear [Driver's Name],

We are writing to formally address a recent incident that occurred on [Insert Date of Incident] involving your driving while operating a company vehicle. It has come to our attention that you [describe the incident briefly, e.g., were involved in a minor accident, drove recklessly, etc.].

This behavior is unacceptable and does not align with our company's standards for safe driving practices. We prioritize the safety of our employees and the public, and we expect all drivers to adhere strictly to traffic regulations and company policies.

As a result of this incident, we are issuing you this warning. Any further violations may result in disciplinary action, up to and including termination of employment.

We recommend you review our driving policies and undertake any necessary refresher training. Please acknowledge receipt of this letter by signing below.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Employee Signature: _____