

# Driver Route Responsibility Assignment

Date: [Insert Date]

To: [Driver's Name]

From: [Supervisor's Name]

Subject: Route Responsibility Assignment

Dear [Driver's Name],

We are pleased to inform you that effective [Start Date], you have been assigned to the following route:

## Route Details:

- Route Number: [Insert Route Number]
- Starting Point: [Insert Starting Point]
- Ending Point: [Insert Ending Point]
- Scheduled Days: [Insert Scheduled Days]
- Estimated Time: [Insert Estimated Time]

Your responsibilities include:

1. Ensuring timely delivery of goods.
2. Conducting daily vehicle inspections.
3. Maintaining communication with the dispatch team.
4. Completing all paperwork accurately.

Please confirm your acceptance of this assignment by signing below and returning this letter by [Insert Deadline].

Thank you for your dedication and hard work.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]

[Contact Information]

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[Driver's Signature] - Date: \_\_\_\_\_