

# Corrective Action Plan

Date: [Insert Date]

To: [Insert Driver's Name]

From: [Insert Supervisor's Name]

Subject: Corrective Action Plan for Driver Training Incidents

## Introduction

This letter serves as a formal corrective action plan regarding the recent incidents involving driver training. It is important to address these issues to ensure safety and compliance within our operations.

## Incident Overview

On [insert date of incident], the following issues were noted:

- [Describe incident #1]
- [Describe incident #2]
- [Describe incident #3]

## Corrective Actions

To address the above incidents, the following corrective actions will be implemented:

1. [Detail corrective action #1, including timeline]
2. [Detail corrective action #2, including timeline]
3. [Detail corrective action #3, including timeline]

## Follow-Up and Review

We will schedule follow-up meetings to review progress on these actions and assess improvements following completion. These meetings will take place on [insert dates].

## Conclusion

Your cooperation in this process is vital to enhance safety measures and performance standards. Should you have any questions or require further clarification, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]