

# Driver Behavior Assessment Notification

Date: [Insert Date]

To: [Driver's Name]

[Driver's Address]

Dear [Driver's Name],

We are writing to inform you that a driver behavior assessment will be conducted as part of our ongoing commitment to safety and excellence in driving practices. The assessment will take place on [insert date] and will analyze various aspects of your driving habits.

The criteria for the assessment include:

- Speed control
- Following distance
- Use of turn signals
- Adherence to traffic laws
- Overall driving safety

Your participation in this assessment is crucial for both your personal development and our company's safety standards. Following the assessment, we will schedule a one-on-one review to discuss the results and any necessary improvements.

If you have any questions or concerns, please do not hesitate to contact us at [insert contact information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]