

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Notification Regarding Driver's Misconduct

I am writing to formally notify you of an incident involving [Driver's Name], who is employed with [Company Name] as a driver. On [Date of Incident], it was reported that [specific details of the misconduct, e.g., reckless driving, failure to adhere to traffic signals, etc.]. This behavior is taken seriously, as it not only affects the reputation of our company but also raises safety concerns.

As per our company policy, we will be conducting an investigation into this matter. Please be advised that appropriate actions will be taken based on the findings of the investigation, which may include disciplinary measures up to and including termination of employment.

We expect all our employees to adhere to the highest standards of conduct, especially when operating vehicles on behalf of the company. Please feel free to reach out if you have any questions or require further information regarding this incident.

Thank you for your attention to this serious matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Your Contact Information]