

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acknowledgment of Fleet Vehicle Assignment and Policy Agreement

Dear [Employee Name],

This letter confirms that the following vehicle has been officially added to your care and assigned for your professional use under the company fleet program:

- **Vehicle Make/Model:** [Vehicle Make/Model]
- **Year:** [Year]
- **License Plate Number:** [Plate Number]
- **VIN:** [Vehicle Identification Number]
- **Odometer Reading at Transfer:** [Mileage]

By signing this document, you acknowledge receipt of the vehicle listed above in good working condition. Furthermore, you confirm that you have read, understood, and agree to comply with the Company Fleet Policy, including but not limited to:

- Maintaining a valid driver's license at all times.
- Adhering to all traffic laws and safety regulations.
- Following the prescribed preventative maintenance and service schedule.
- Reporting any accidents, damages, or mechanical failures immediately to the Fleet Manager.
- Restricting vehicle use to authorized business purposes (and authorized personal use, if applicable per policy).
- Prohibiting unauthorized drivers from operating the vehicle.

Please sign and return a copy of this acknowledgment to the Human Resources or Fleet Management department by [Date].

Sincerely,

[Name of Fleet Manager/HR Representative]

[Title]

[Company Name]

Employee Acknowledgment

I hereby acknowledge receipt of the vehicle described above and agree to the terms and conditions of the Company Fleet Policy.

Signature: _____ Date: _____