

Date: [Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Non-Renewal of Driving Privileges / Employment

Dear [Employee Name],

This letter is to formally notify you that we are unable to renew your authorization to operate company vehicles, effective [Date].

Our recent review of your Motor Vehicle Record (MVR) indicates that you no longer meet the eligibility requirements set forth by our company safety policy and our insurance provider. Specifically, the following issues were identified:

- [Reason for revocation: e.g., License suspension, excessive points, specific violation]

Because a valid driver's license and an acceptable driving record are essential requirements for your position, this revocation has the following impact on your employment status:

[Choose one Option]

- Option 1: Your employment is hereby terminated effective [Date].
- Option 2: You are being reassigned to a non-driving role, effective [Date].

If you believe the information on your MVR is inaccurate, you must contact the [State] Department of Motor Vehicles directly to resolve the discrepancy. Please return all company keys and vehicle documents to [Department/Name] by [Time/Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]