

[Company Name]  
[Address]  
[City, State, Zip Code]  
[Date]

[Driver Name]  
[Address]  
[City, State, Zip Code]

**Subject: Notice of Non-Renewal of Driving Privileges**

Dear [Driver Name],

This letter is to formally notify you that [Company Name] will no longer permit you to operate any vehicles within our commercial fleet, effective [Date].

This decision was made following a comprehensive review of your motor vehicle record (MVR) and driving history. Specifically, your record has been deemed "Unacceptable" according to our company's safety standards and the requirements set forth by our commercial insurance carrier due to the following:

- [Insert specific reason, e.g., Accumulation of moving violations]
- [Insert specific reason, e.g., At-fault accident on Date]
- [Insert specific reason, e.g., Major violation/DUI]

Because our insurance provider will no longer provide coverage for you as a driver, you are prohibited from operating any company-owned, leased, or rented vehicles under any circumstances. Failure to comply with this directive may result in immediate termination of employment.

If your current job description requires the operation of a commercial vehicle as an essential function, [HR Department/Manager Name] will contact you to discuss your employment status and any potential internal reassignment options, if available.

Please return all company vehicle keys and any fleet-related fuel cards to [Department Name] by [Time] on [Date].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]