

Date: [Insert Date]

To: [Employee Name]

Department: [Insert Department]

Subject: Notification of Unacceptable Driving Record

Dear [Employee Name],

This letter is to formally notify you that, following a recent review of your Motor Vehicle Record (MVR), your current driving status has been classified as "Unacceptable" according to our company's safety policies and insurance guidelines.

The specific reason(s) for this classification include:

- [Insert specific violation, e.g., Multiple speeding tickets]
- [Insert specific violation, e.g., At-fault accident on Date]
- [Insert specific violation, e.g., License suspension]

Because your current position requires the operation of a company vehicle or personal vehicle for business purposes, this status directly impacts your ability to perform your essential job duties. Our insurance provider has informed us that they can no longer provide coverage for you to operate a vehicle on behalf of the company at this time.

As a result, the following action is being taken:

[Insert Action: e.g., Immediate suspension of driving privileges / Temporary reassignment / Termination of employment]

You are requested to meet with [Name/Human Resources] on [Date] at [Time] to discuss this matter further and review any potential next steps or administrative options available to you.

Please acknowledge receipt of this notification by signing below.

Sincerely,

[Name of Supervisor/Manager]

[Title]

[Company Name]

Employee Signature

Date
