

Corporate Driver Formal Resignation Letter

Subject: Formal Resignation - Driver Services

Dear Human Resources Department,

Please accept this letter as formal notification of my resignation from the position of Company Driver at [Company Name]. Per my employment agreement, I am providing [number] weeks' notice, with my final day of employment being [Date].

Throughout my tenure, I have maintained a clean driving record, adhered to all safety protocols, and ensured timely and professional transportation services for executives and guests. I am proud of the trust placed in me and the confidential nature of my role.

I will ensure a comprehensive handover including:

- All vehicle documentation and maintenance records
- Route preferences and contact information for regular passengers
- Security protocols and access credentials
- Company credit cards and communication devices

I request confirmation of my final paycheck details, accrued vacation time, and the return process for all company assets. Please advise on the exit interview scheduling and any additional documentation required.

Thank you for the opportunity to serve in this capacity.

Respectfully,

[Your Name]

[Employee ID]

[Date]

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