

Driver Appointment Letter

Dear [Driver's Name],

We are pleased to inform you that you have been selected as a driver for our company. We appreciate your interest in joining our team and we are confident that you will be an excellent addition to our organization.

Please find below the details of your appointment:

Position: Driver

Department: [Department Name]

Joining Date: [Joining Date]

Salary: [Salary]

Your primary responsibilities will include transporting goods, materials, and employees to various locations as assigned. You will be required to operate company vehicles safely and responsibly and maintain them in good working condition. You will also be expected to adhere to all traffic laws and regulations and maintain a clean driving record.

As a driver for our company, you will be representing us to the public, and we expect you to behave professionally at all times. Your punctuality, reliability, and courteous manner will be important to maintain a positive image for our organization.

Please note that this appointment is subject to satisfactory completion of a background check and a drug test. You will also be required to provide a copy of your valid driver's license and any other relevant documents.

If you accept this appointment, please sign and return a copy of this letter as a token of your acceptance.

We look forward to having you on board as a valuable member of our team.

Sincerely,

[Your Name]

[Company Name]