

Professional New Driver Appointment

Subject: Appointment as Company Driver - Welcome Aboard

Dear [Driver Name],

We are pleased to inform you that you have been selected for the position of Driver with [Company Name]. Your employment will commence on [Start Date] and you will be reporting to [Supervisor Name] at [Location].

Your monthly salary will be [Amount] plus applicable benefits including health insurance, paid time off, and performance bonuses. You will be assigned vehicle registration number [Vehicle Details] and will be responsible for its maintenance and care.

Please report to the HR department on [Date] at [Time] for orientation and documentation. Kindly bring original copies of your driving license, insurance documents, and employment agreement.

We look forward to having you as part of our transportation team.

Best regards,

[Manager Name]

[Title]

[Company Name]

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