

Formal Personal Driver Appointment

Subject: Employment as Personal Driver

Dear [Driver Name],

Following our interview process, I am delighted to offer you the position of Personal Driver for my family. Your services will begin on [Start Date] with a probationary period of three months.

Your responsibilities will include daily transportation for family members, vehicle maintenance, and occasional errands. Working hours are [Time] to [Time], Monday through Friday, with weekend availability as needed.

Monthly compensation is [Amount] with additional benefits including fuel allowance, mobile phone reimbursement, and annual bonus based on performance. You will be provided with a company vehicle for official duties.

Please confirm your acceptance by [Date] and report for duty on [Start Date] at [Address].

Yours sincerely,

[Employer Name]

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