

Official Driver Replacement Notification

Subject: Driver Replacement Effective Immediately

Dear [Driver Name],

This letter serves as official notification of your appointment as replacement driver for route [Route Number/Name], effective [Date]. You are replacing [Previous Driver Name] who has been transferred to another assignment.

Your new responsibilities include:

- Daily route coverage from [Location A] to [Location B]
- Vehicle inspection and maintenance reporting
- Passenger safety and customer service
- Adherence to company driving policies

Compensation remains at your current rate of [Amount] with applicable overtime for additional hours.

Vehicle keys and route documentation will be provided during your briefing session on [Date] at [Time].

Report to [Supervisor Name] at [Location] for detailed orientation.

This appointment is subject to satisfactory completion of route training and vehicle familiarization.

Regards,

[Transportation Manager]

[Company Name]

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