

Corporate vehicle gift documentation

Subject: Corporate Vehicle Gift Award

Dear [Employee Name],

[Company Name] is pleased to present you with a company vehicle as a gift in recognition of your outstanding service and dedication. The vehicle being gifted is a [Year Make Model], VIN: [Number].

This gift is awarded as part of our employee recognition program and carries an estimated fair market value of \$[Amount]. Please be aware that this may constitute taxable income according to IRS guidelines, and appropriate tax documents will be provided.

The vehicle title will be transferred to your name, and you will assume full ownership and responsibility for insurance, maintenance, registration, and all associated costs.

Please coordinate with our HR department within 30 days to complete the necessary transfer paperwork.

Congratulations and thank you for your continued excellence.

Best regards,

[Name]

[Title]

[Company Name]

[Date]

Get more templates here: <https://www.lettersandtemplates.com/letters/gift-letter-for-car-or-vehicle>