

Business Vehicle Operator Clearance Letter

Date:

To:

Company:

This letter is to confirm that

, holder of Employee ID number

, has been granted clearance to operate business vehicles under the policies and guidelines of

All necessary checks and requirements, including driving license validity and safety training, have been fulfilled as of the date above. The above-named operator is authorized to use company vehicles for official business purposes until further notice, subject to compliance with company rules.

Should you have any questions or require further verification, please contact our office.

Sincerely,

Position: