Heavy vehicle driver experience letter

Editable sample letter: replace the details with your own records before signing

Letter reference: [Reference]
Issue date: [Issue date]
Employer: [Company]
Employee: [Employee Name]
Employee ID: [Employee ID]
To whom it may concern,
This is to certify that [Employee Name] worked as [Designation] from [Start date] to [End date]. The fleet record assigns the employee to rigid trucks over 7.5 tonnes, moving construction materials between the company's Musaffah yard and named delivery sites in Abu Dhabi.
Recorded duties included completing the daily vehicle checklist, carrying the trip sheet for each load, reporting defects to the workshop before the next dispatch, and keeping to the routes the dispatcher issued. The employee was not the fleet supervisor and did not hire other drivers.
The driving licence class, its expiry, and any traffic history are not stated here. Attach or request the licence itself when a class of vehicle must be proved.
For [Company]
Authorised issuer: [transport supervisor or HR]
Verification contact: [approved employer contact]
Employer address: [actual yard address]
Authorised signature and stamp if used: _____