Driver offer letter

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

Offer reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Workplace: Pune dispatch yard
Candidate: [Candidate Name]
Dear [Candidate Name],
[Company] offers you the role of Light Vehicle Driver. You already hold a valid licence for that vehicle class. This letter does not train you to drive and it does not upgrade the licence to a heavy vehicle.
Joining date: [Joining date]. You report to the dispatch supervisor.
Fixed gross monthly salary: INR 18,000, made up of basic INR 16,000 and HRA INR 2,000.
Trip allowance, if any month has approved trips, will be added on that month's salary slip and is not guaranteed inside the INR 18,000.
Fuel float: a cash reimbursement under the dispatch rules, excluded from salary. INR 2,000 is shown as a float, not as a monthly entitlement in this offer.
The van remains company property.
Please accept by [Date].
Signatory: [operations manager]