Driver relieving letter

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

Letter reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Employee: [Employee Name]
Designation: Driver
Vehicle last assigned: KA-00-REF/2026/___ (replace with your fleet number)
Date of joining: [Joining date]
Last working day: [Last working day]
To whom it may concern,
[Employee Name] was released from the driver role on [Date]. He returned the keys for KA-00-REF/2026/___, the toll tag, and fuel card FC-19 to the yard supervisor. The vehicle was parked in bay 3. This letter does not state that the vehicle was undamaged. Any damage note is the yard inspection, which is a different page.
His driving licence is the card he holds. This letter does not quote a licence number or a vehicle class.
For [Company name]
Authorised signatory: [yard supervisor]
Stamp: _____