**To**

**[The Recipient Name]  
[Address]**

**Re. Negligent Driving Warning**

Dear Mr. [NAME],

We have been informed that on [DATE], you were figured in an accident. The vehicle that was used in it belonged to [NAME] Company with plate number [X] in [AREA]. Similarly, on another date, you also figured in the same kind of vehicular accident using a vehicle of the same organization in [AREA].

All this happened due to your negligent driving which can be shown through CCTV footage at Traffic Policing and Control (TPC). Traffic administrators that were present at the incident’s scene stated in their official accident report that you were drunk. They also included your statement in their report that you were coming directly from the party where they had served alcohol.

Despite consuming alcohol, you took the vehicle of the company and drove it which led to a vehicular accident. The company strictly prohibits its drivers from using the company’s vehicle for personal purposes. Repeated infringement of the above-mentioned prohibition adds up to willful insubordination of the orders of law. Under the code of law, this can cause termination.

Hereby, you are required to write an explanation and submit it to the concerned office in the next seven days. You will also be provided a chance to express your turn on the matter. If you fail to provide a written explanation within the given time frame, then the organization will decide the matter based on the authentication and records available to it.

Kindly take this letter as a warning. I hope you will refrain from doing the same in the future, so may not take any possible action against you. The next notification would be printing your termination otherwise.

Therefore, it is advisable to mend your driving ways and be diligent about your responsibilities.

Regards.

[Your Name]  
[Address]