

Vehicle Forced and Mandatory Leave

[Company Name]

[Company Address]

[City, State, ZIP Code]

Date: [Insert Date]

To: [Driver/Vehicle Operator Name]

[Vehicle Designation]

[Vehicle ID/License Plate Number]

Subject: Notification of Forced and Mandatory Leave for Vehicle Use

Dear **[Driver/Operator Name]**,

We are writing to inform you that the use of **[Vehicle Description, e.g., vehicle ID, license plate number]** has been placed on **Forced and Mandatory Leave**. This action is being enforced from **[Start Date]** to **[End Date]** in line with company protocols and vehicle use policies.

Reason for Leave

The key reasons for this leave are as follows:

- **[Reason 1: Pending maintenance and repair of the vehicle]**
- **[Reason 2: Compliance with regulatory requirements (vehicle inspection, license renewal, etc.)]**
- **[Reason 3: Investigation of vehicle misuse or policy violation]**

This decision was taken to ensure the **safety, compliance, and efficiency** of operations.

Duration of Leave

- **Start Date:** [Insert Date]
- **End Date:** [Insert Date]

Note that this period is subject to extension if additional time is required for **[specify reason, e.g., repairs, investigations, compliance checks, etc.]**.

Instructions to the Driver/Operator

- **Vehicle Access:** Access to the vehicle is restricted during the leave period.
- **Return of Vehicle Documents:** Return all related documents (registration, insurance, etc.) to the **[Office/Transport Division]**.
- **Company Property:** If applicable, any company-issued equipment assigned to the vehicle (e.g., GPS devices, fuel cards) should be returned to the **[Office/Department]**.

Return to Service

Once the leave period has ended, you will receive further instructions on how to resume access to the vehicle. **Do not attempt to access or operate the vehicle without proper authorization.**

Acknowledgment of Receipt

I, **[Driver/Operator Name]**, acknowledge receipt of this **Vehicle Forced and Mandatory Leave Notification** and understand the terms specified in this letter.

Driver/Operator Signature: _____

Date: _____

Supervisor/Transport Manager Signature: _____

Date: _____