

# 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:** \_\_\_\_\_