



To,

DATE:

Subject: 1st Warning Letter

I am issuing this letter of warning of your negligence (having unauthorized passenger) in the Truck. Future failure to meet your responsibilities may result in further corrective action up to and including termination next time.

To accept these conditions, sign this letter where indicated.

I _____ accept the terms of this letter _____
NAME (PRINT) SIGN

X _____
Employer Signature DATE