

[date]

[employee name]:

As you know the assessment you took in August was designed to help us determine who can safely perform all of the Driver III duties. Unfortunately your assessment did not meet the minimum qualifications. You were unable to perform the following tasks safely: *[insert specific task(s) here]*.

You are a very valuable employee to us and we know you can be an excellent Driver II. If you would like to retake this assessment in three months JAUNT will pay for the assessment as well as one time per year every year after this year.

Thank you for your participation in the assessment. If you have any questions, please feel free to talk to me or *[insert name]*.

Sincerely,

[name]
Assistant Director