

## Sample Joining Instructions Letter

EXAMPLE TRAINING  
123 STREETSVILLE  
HAPPYSHIRE  
AB1 2BA

Dear DRIVER NAME

**Course Title:** (INSERT COURSE TITLE)

**Course Objective:** (INSERT COURSE OBJECTIVES)

**Date/Time: (DATE AND TIME)**

Thank you for choosing to undertake Driver CPC periodic training with **Example Training**. We confirm that a place has been booked for you on the above course commencing at **PRE COURSE ADMIN START TIME**.

The course is to be held at **FULL VENUE ADDRESS** (location map attached). You should arrive at the venue in readiness for course commencement at \_\_\_\_ **TIME 10 MINUTES BEFORE PRE COURSE ADMIN DUE TO START** on the day of the course.

**Please be aware that in order to enrol on the course you MUST bring one of the following forms of identification:**

- Photocard driving licence
- Digital tachograph card
- Driver qualification card
- A valid passport accompanied by evidence of your driving licence number

If you have Grandfather Rights i.e. if you obtained your licence entitlement before 10.09.08 (for PCV), and 10.09.09 (for LGV) or you have passed Modules 2 and 4 of your initial qualification you must bring your Driver Qualification Card (DQC) so we can verify your eligibility.

**No other forms of ID will be accepted. Failure to bring the appropriate identification will make you ineligible for the course and therefore you will not be able to attend and accrue periodic training hours.**

**If you are unable to produce one of the above for any reason please contact us immediately on EXAMPLE TRAINING TELEPHONE NUMBER.**

We want to support all the drivers attending our courses to participate fully and have an enjoyable and educational day; we therefore ask that you adhere to a mutual respect agreement, ensuring that you treat your trainer's and fellow trainees' opinions with respect and confidentiality.

We also ask that you keep mobile phone usage to a minimum, and leave your devices on silent during the course. If you feel you may need any help in order to achieve the most from the day please do not hesitate to contact us prior to course attendance for a confidential chat about your needs.

We look forward to welcoming you to **Example Training** and hope you will have a pleasant, informative and successful time with us. Whilst training with **Example Training** we expect you to abide by the venue health and safety rules.

Should you have any queries, please do not hesitate to contact us on **TELEPHONE NUMBER**.

Yours Sincerely,

**EXAMPLE TRAINING**