

truck driver job offer letter sample

truck driver job offer letter sample plays a crucial role in the hiring process for transportation companies seeking qualified drivers. This document formally communicates the terms of employment, ensuring clarity and mutual understanding between the employer and the prospective truck driver. Crafting an effective job offer letter tailored for truck drivers involves including specific job details, compensation packages, and legal considerations relevant to the trucking industry. This article explores the essential components of a truck driver job offer letter sample, providing guidance on how to structure and customize the letter for maximum professionalism and compliance. Additionally, it highlights best practices for addressing employment terms and expectations clearly. By examining a detailed sample and its key elements, employers can streamline their recruitment process and enhance communication with potential hires.

- Understanding the Purpose of a Truck Driver Job Offer Letter
- Key Components of a Truck Driver Job Offer Letter Sample
- Customizing the Job Offer Letter for Truck Drivers
- Legal and Compliance Considerations
- Best Practices for Sending a Job Offer Letter

Understanding the Purpose of a Truck Driver Job Offer Letter

A truck driver job offer letter sample serves as a formal invitation from an employer to a candidate, outlining the specific terms of employment for a truck driving position. It acts as a binding document that confirms the job role, salary, benefits, and other pertinent conditions before the employment contract is finalized. This letter helps eliminate ambiguity by clearly defining expectations and responsibilities for both parties. It also provides a written record that can be referenced in case of disputes or misunderstandings. The purpose extends beyond mere communication, reinforcing professionalism and fostering trust between the trucking company and the prospective driver.

Role in the Hiring Process

Within the overall hiring process, the job offer letter is the bridge between the selection of a candidate and the commencement of employment. It follows successful interviews, background checks, and verification of qualifications such as commercial driver's license (CDL) status. The letter confirms the employer's decision and allows the candidate to review the offer details carefully before acceptance. This step ensures that both parties agree on all critical aspects of the employment, such as work schedule, route assignments, and compensation structure.

Importance for Trucking Companies

For trucking companies, a well-crafted job offer letter sample is essential to establish clear communication and set professional standards. It helps reduce turnover by ensuring that drivers fully understand their commitments and the company's policies. Moreover, it serves as documentation that supports compliance with labor regulations and industry standards, which is particularly important in highly regulated sectors like freight and transportation.

Key Components of a Truck Driver Job Offer Letter Sample

An effective truck driver job offer letter sample must include several critical elements to provide a comprehensive overview of the employment terms. These components not only clarify the job expectations but also protect both the employer and employee legally. Below is a detailed breakdown of the essential sections that should be present in any truck driver job offer letter.

Job Title and Description

The letter should clearly state the official job title, such as "Truck Driver" or "Commercial Driver," followed by a concise description of the job duties. This description typically covers responsibilities such as operating heavy vehicles safely, adhering to delivery schedules, maintaining vehicle logs, and complying with traffic laws.

Compensation and Benefits

Compensation details are a crucial part of the offer letter. This section should specify the salary or wage rate, payment frequency, and any performance-based incentives. Additionally, benefits such as health insurance, retirement plans, paid time off, and mileage reimbursements should be outlined to provide a full picture of the employment package.

Work Schedule and Location

Truck drivers often work irregular hours and travel long distances. The job offer letter sample must clarify expected work hours, shift patterns, and primary work locations or routes. This transparency helps candidates understand the demands of the position and plan accordingly.

Employment Conditions and Requirements

Any prerequisites for the role, such as possession of a valid CDL, clean driving record, drug testing, and physical fitness standards, should be clearly mentioned. Additionally, conditions regarding probation periods, background checks, and compliance with company policies must be included.

Start Date and Reporting Instructions

The letter should specify the proposed start date and provide instructions on where and to whom the new hire should report on their first day. Including contact information for the HR representative or supervisor facilitates smooth onboarding.

Acceptance Terms

Typically, the offer letter concludes with a section that explains how the candidate can accept the offer, including any deadlines for response and instructions for signing and returning the letter. This section confirms mutual agreement and finalizes the offer process.

Customizing the Job Offer Letter for Truck Drivers

While a general template provides a starting point, tailoring the truck driver job offer letter sample to fit the specific needs of the company and position is essential. Customization ensures that the letter reflects the unique aspects of the role and the employer's brand, improving candidate engagement and clarity.

Adapting to Different Trucking Roles

Truck driving roles vary widely, from local delivery drivers to long-haul freight operators. The offer letter should specify the nature of the assignments, expected travel distances, overnight stays, and any special equipment the driver will operate. This helps candidates assess fit and commitment levels.

Incorporating Company Policies and Culture

Including information about safety protocols, company values, and driver support programs reinforces a positive company image and prepares candidates for the work environment. Highlighting training opportunities and career advancement pathways can also enhance the appeal of the offer.

Addressing Regulatory Requirements

Given the heavy regulation of the trucking industry, the offer letter must reflect compliance with Department of Transportation (DOT) regulations, hours of service rules, and any state-specific mandates. Clearly stating these requirements helps prevent legal issues and ensures that drivers understand the regulatory framework they must operate within.

Legal and Compliance Considerations

Legal compliance is a critical aspect of any truck driver job offer letter sample. Employers must ensure that the letter adheres to federal, state, and local employment laws to avoid potential disputes

or penalties. This section discusses the key legal factors to consider when drafting an offer letter.

At-Will Employment and Contractual Language

Many truck driver positions are offered on an at-will basis, meaning that either party can terminate the employment at any time. The offer letter should clearly state the employment nature to avoid confusion. If the position includes a fixed-term contract, the letter must outline the duration and termination clauses explicitly.

Non-Discrimination and Equal Opportunity

The offer letter should include statements that emphasize the company's commitment to equal employment opportunity and non-discrimination. This reinforces the company's adherence to laws such as the Civil Rights Act and the Americans with Disabilities Act (ADA).

Confidentiality and Safety Compliance

For roles involving sensitive information or company property, confidentiality clauses may be necessary. Additionally, emphasizing compliance with safety standards and drug testing policies is vital in the trucking sector to maintain operational integrity and legal compliance.

Best Practices for Sending a Job Offer Letter

Delivering the truck driver job offer letter sample effectively is as important as its content. Proper timing, presentation, and follow-up can increase the likelihood of acceptance and set a positive tone for the employment relationship.

Choosing the Right Delivery Method

Job offer letters can be sent via email, postal mail, or delivered in person. Email is the most common and efficient method, but ensuring the letter is professional and easy to read in digital format is essential. Physical copies may be preferred for formal documentation or in cases where digital access is limited.

Timing and Follow-Up

Sending the offer letter promptly after the hiring decision demonstrates professionalism and respect for the candidate's time. Including a clear deadline for acceptance helps manage the recruitment timeline. Following up by phone or email can clarify any questions and reinforce the company's interest in the candidate.

Maintaining Records and Confidentiality

Employers should keep copies of all offer letters and correspondence for record-keeping and legal compliance. Protecting the confidentiality of the document and candidate information is also essential to maintain trust and comply with privacy regulations.

- Clearly define job responsibilities and expectations
- Include comprehensive compensation and benefits details
- Address legal and regulatory compliance explicitly
- Customize the letter to reflect specific roles and company culture
- Deliver the letter professionally and follow up accordingly

Frequently Asked Questions

What is a truck driver job offer letter sample?

A truck driver job offer letter sample is a template or example of a formal letter sent by an employer to a candidate, offering them a position as a truck driver. It outlines key details such as job title, salary, work schedule, and terms of employment.

What key information should be included in a truck driver job offer letter?

A truck driver job offer letter should include the job title, salary or wage, work hours, job responsibilities, start date, reporting manager, employment terms, benefits, and any conditions such as background checks or drug testing.

Can I customize a truck driver job offer letter sample for my company?

Yes, a truck driver job offer letter sample is meant to be customized. Employers should tailor the letter to reflect their company policies, specific job requirements, compensation package, and other relevant details.

How formal should a truck driver job offer letter be?

A truck driver job offer letter should maintain a professional and formal tone. It serves as a legal document confirming the employment offer, so clarity and professionalism are important.

Is it necessary to include benefits information in a truck driver job offer letter?

Yes, including benefits such as health insurance, retirement plans, paid time off, and other perks helps the candidate understand the complete compensation package and can influence their decision to accept the offer.

How can a truck driver job offer letter sample help job seekers?

Job seekers can use a truck driver job offer letter sample to understand what to expect in an offer letter, verify the completeness of their offer, and prepare questions for negotiation or clarification.

What should a truck driver do after receiving a job offer letter?

After receiving a job offer letter, the truck driver should carefully review all terms and conditions, ask for clarifications if needed, and formally accept or decline the offer in writing.

Are there any legal implications tied to a truck driver job offer letter?

Yes, a job offer letter can be legally binding once accepted. It outlines the terms of employment, so both employer and employee should ensure all details are accurate and agreed upon.

Should a truck driver job offer letter mention probation period?

Including information about a probation period in the job offer letter is recommended as it sets expectations for the initial employment phase and any conditions for continued employment.

Where can I find a reliable truck driver job offer letter sample?

Reliable truck driver job offer letter samples can be found on professional HR websites, job portals, company career pages, and legal document template sites tailored for employment purposes.

Additional Resources

1. Mastering Truck Driver Job Offers: Sample Letters and Templates

This book provides a comprehensive collection of sample job offer letters specifically tailored for truck drivers. It guides readers on how to craft professional and clear job offers that outline roles, responsibilities, and benefits effectively. Ideal for HR professionals and employers in the logistics industry, it also includes tips on legal considerations and contract terms.

2. The Truck Driver's Guide to Employment Contracts and Job Offers

Focused on helping truck drivers understand their employment contracts and job offer letters, this guide breaks down complex legal jargon into simple language. It explains what to look for in a job offer, how to negotiate terms, and the key elements that should be included to protect drivers' rights. The book also offers sample letters for various scenarios.

3. Effective Communication in Truck Driver Job Offers

This book emphasizes the importance of clear and effective communication when extending job offers to truck drivers. It includes sample letters and communication strategies to ensure that offers are well-received and understood. Employers and recruiters will find practical advice on crafting offers that attract and retain qualified drivers.

4. Sample Job Offer Letters for Truck Drivers: A Practical Handbook

Providing a wide range of customizable job offer letter samples, this handbook assists employers in drafting precise and professional offers. It addresses different types of trucking jobs, from long-haul to local delivery, and covers seasonal and permanent positions. The book also highlights common pitfalls and how to avoid them.

5. Negotiating Your Truck Driver Job Offer: Tips and Sample Letters

This resource is designed for truck drivers who want to negotiate better terms in their job offers. It explains negotiation tactics and provides example letters for requesting salary adjustments, benefits, and work conditions. Readers will learn how to approach negotiations professionally to secure favorable employment terms.

6. The Ultimate Truck Driver Employment Letter Collection

This collection compiles various employment letters related to truck driving careers, including job offers, acceptance letters, and rejection notices. It serves as a reference for both employers and job seekers, showcasing best practices in letter writing and ensuring clarity and professionalism in all communications.

7. Legal Essentials for Truck Driver Job Offers and Contracts

Aimed at legal advisors and employers, this book delves into the legal aspects of truck driver job offers and contracts. It covers compliance with labor laws, safety regulations, and federal transportation rules. Sample letters illustrate how to incorporate legal requirements properly in job offers.

8. On the Road to Employment: Truck Driver Job Offer Samples and Career Advice

Combining practical job offer templates with career guidance, this book helps truck drivers secure and succeed in new roles. It offers insights into the hiring process, what employers look for, and how to respond to job offers effectively. The included sample letters make it easier for drivers to understand and accept positions confidently.

9. HR Best Practices for Hiring Truck Drivers: Job Offer Letters and Beyond

This book is a valuable resource for human resources professionals in the transportation industry. It outlines best practices for recruiting and hiring truck drivers, with a focus on crafting clear, legally sound job offer letters. Additionally, it covers onboarding tips and retention strategies to build a strong driving workforce.

Truck Driver Job Offer Letter Sample

Truck Driver Job Offer Letter Sample

Name: The Ultimate Guide to Crafting and Understanding Truck Driver Job Offer Letters

Outline:

Introduction: The Importance of a Well-Written Job Offer Letter

Chapter 1: Components of a Standard Truck Driver Job Offer Letter (Details of compensation, benefits, responsibilities, conditions of employment)

Chapter 2: Negotiating a Truck Driver Job Offer (Strategies for successful negotiation, common negotiation points)

Chapter 3: Sample Truck Driver Job Offer Letters (Various scenarios) (Example letters for different employment types: company driver, owner-operator, lease-purchase)

Chapter 4: Understanding the Legal Aspects (Key legal considerations, compliance with regulations)

Chapter 5: Accepting or Rejecting a Job Offer (Proper etiquette, communication strategies)

Chapter 6: Post-Offer Processes (Background checks, drug testing, onboarding)

Conclusion: Securing Your Ideal Trucking Position

FAQs

Related Articles

The Ultimate Guide to Crafting and Understanding Truck Driver Job Offer Letters

The trucking industry is a vital artery of the global economy, and skilled drivers are in constant demand. Landing a coveted trucking job requires more than just a clean driving record; it involves navigating the complexities of job offers and contracts. This comprehensive guide will equip you with the knowledge and tools to understand, negotiate, and accept truck driver job offers effectively. A well-crafted job offer letter is not just a formality; it's a legally binding document that outlines the terms and conditions of your employment. Understanding its intricacies can safeguard your rights and ensure a successful career in trucking.

Chapter 1: Components of a Standard Truck Driver Job Offer Letter

A comprehensive truck driver job offer letter should clearly and concisely detail all aspects of the employment agreement. Key components include:

Company Information: The name, address, and contact information of the trucking company making the offer.

Applicant Information: The name and address of the prospective driver.

Position Offered: The specific job title (e.g., Company Driver, Owner-Operator, Lease-Purchase Driver).

Start Date: The precise date the employment begins.

Compensation: A clear breakdown of the driver's earnings. This should specify the pay rate (hourly, weekly, or per mile), overtime pay structure, and any bonuses or incentives offered. Include details about payment frequency (e.g., weekly, bi-weekly). If it's a percentage of load, be specific.

Benefits: A detailed description of employee benefits, including health insurance, retirement plans (401k matching, pensions), paid time off (vacation, sick leave), life insurance, and any other perks.

Responsibilities: A concise list of the driver's core responsibilities and duties. This should be specific and avoid vague terms.

Equipment and Maintenance: If applicable, clarify who is responsible for truck maintenance, repairs, and insurance. For owner-operators, this is crucial.

Routes and Schedules: Specify the typical routes, delivery schedules, and expected working hours. Highlight any potential for irregular hours.

Termination Clause: Outline the conditions under which the employment can be terminated by either party. This should adhere to relevant labor laws.

At-Will Employment (if applicable): State whether the employment is at-will, meaning either party can terminate the relationship with or without cause (check local laws regarding this).

Acceptance Clause: A clear instruction on how to accept the offer, including a deadline.

Contact Information: Contact details for any questions or clarifications.

Chapter 2: Negotiating a Truck Driver Job Offer

Negotiating a job offer is a common and accepted practice. Don't be afraid to advocate for your needs and experience. Before negotiating, research industry standards for pay and benefits in your area and for your experience level. Some key points to negotiate include:

Compensation: Negotiate a higher pay rate, especially if your experience and skills exceed the initial offer.

Benefits: Negotiate for better health insurance coverage, retirement plan contributions, or paid time off.

Bonuses and Incentives: Negotiate for performance-based bonuses or incentives.

Home Time: If family is important, negotiate for a more favorable home time schedule.

Route Preferences: If possible, try to negotiate for preferred routes or regions.

Equipment: For owner-operators, negotiate lease terms, maintenance responsibilities, and insurance coverage.

Remember to be polite, professional, and prepared with evidence to support your requests. Be willing to compromise to reach a mutually agreeable solution.

Chapter 3: Sample Truck Driver Job Offer Letters (Various Scenarios)

This section would include several sample job offer letters showcasing different employment scenarios:

Company Driver Job Offer Letter: A standard letter outlining pay, benefits, and responsibilities for a company driver.

Owner-Operator Job Offer Letter: A letter detailing the terms of an agreement with an independent contractor (owner-operator), including payment structure, maintenance responsibilities, and insurance.

Lease-Purchase Job Offer Letter: A letter specifying the terms of a lease-purchase agreement, outlining payments, ownership transfer conditions, and other relevant details.

These samples provide templates that can be adapted to your specific situation.

Chapter 4: Understanding the Legal Aspects

It's crucial to understand the legal implications of a truck driver job offer letter. This includes:

Compliance with Federal and State Laws: Ensure the offer complies with all relevant federal and state laws regarding wages, hours, and working conditions. The Fair Labor Standards Act (FLSA) is particularly relevant.

Independent Contractor vs. Employee Status: Clearly understand your employment status to determine tax obligations and worker's compensation eligibility. Misclassifying an employee as an independent contractor carries legal and financial penalties.

Contract Law: Be aware of the contractual obligations outlined in the offer letter and its enforceability.

Discrimination and Harassment: The offer letter should not discriminate based on race, religion, gender, or any other protected characteristic.

It is strongly advised to consult with a legal professional if you have any doubts or concerns about the legality of a job offer.

Chapter 5: Accepting or Rejecting a Job Offer

Once you've reviewed the offer letter, you need to respond professionally and promptly.

Accepting an Offer: Sign and return the letter as instructed, confirming your acceptance of the terms. Express your enthusiasm for the opportunity.

Rejecting an Offer: Communicate your decision politely and professionally, expressing gratitude for the offer and briefly explaining your reasons for declining.

Maintain professionalism throughout the process.

Chapter 6: Post-Offer Processes

After accepting the offer, you will likely go through these steps:

Background Checks: Be prepared for thorough background and driving record checks.

Drug Testing: Expect to undergo drug testing as part of the pre-employment process.

Onboarding: Attend orientation and complete necessary paperwork and training before starting work.

Conclusion: Securing Your Ideal Trucking Position

A well-understood job offer letter is paramount to a successful trucking career. By understanding the components, negotiating effectively, and navigating the legal aspects, you can secure a position that aligns with your professional goals and provides financial security. Remember to always read carefully, ask questions, and seek legal counsel when needed.

FAQs

1. What should I do if the job offer letter contains errors? Contact the hiring manager immediately to discuss the errors and request a corrected version.
2. Can I negotiate benefits after accepting a job offer? While it's more challenging, it's sometimes possible. Clearly articulate your reasons.
3. How long should I wait to respond to a job offer? Aim to respond within the timeframe specified in the letter, usually a few days to a week.
4. What if I receive multiple job offers? Evaluate each offer thoroughly, considering compensation, benefits, and career prospects.
5. What constitutes a legally binding job offer? A job offer that clearly outlines the terms of employment and is accepted in writing.
6. What should I do if I'm unsure about a clause in the job offer letter? Seek legal advice before signing the offer letter.
7. How can I prepare for salary negotiations? Research industry standards, know your worth, and be prepared to justify your requests.
8. What are some common reasons for rejecting a job offer? Lower than expected salary, unfavorable benefits package, poor work-life balance, concerns about company culture.
9. Is it acceptable to ask for more time to consider a job offer? Yes, it is perfectly acceptable to request additional time to review the offer and make an informed decision.

Related Articles

1. **Truck Driver Salary Guide:** A comprehensive guide to truck driver salaries based on experience, location, and type of trucking.
2. **Top Trucking Companies to Work For:** A ranking of the best trucking companies based on driver satisfaction, compensation, and benefits.

3. How to Negotiate a Higher Truck Driver Salary: Tips and strategies for negotiating a better salary during the job offer process.
4. Understanding Truck Driver Benefits Packages: A detailed explanation of common benefits offered to truck drivers, including health insurance, retirement plans, and paid time off.
5. The Complete Guide to Truck Driver Insurance: Information on various types of insurance relevant to truck drivers, including liability insurance and cargo insurance.
6. Navigating the FMCSA Regulations: A guide to the Federal Motor Carrier Safety Administration regulations and their impact on truck drivers.
7. Lease-Purchase Agreements for Truck Drivers: A comprehensive guide to the pros and cons of lease-purchase agreements in the trucking industry.
8. How to Ace a Truck Driver Job Interview: Tips and advice for preparing for and succeeding in a truck driver job interview.
9. Essential Skills for a Successful Trucking Career: A guide to the crucial skills needed to thrive as a truck driver, including safe driving practices, communication, and time management.

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truck driver job offer letter sample: *Ask a Manager* Alison Green, 2018-05-01 From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

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completely revised and updated 3rd Edition of *Cover Letters For Dummies* brings you all this — plus over 200 great new samples by 62 successful professional cover letter/resume writers. You've probably suspected that passive and sleepy cover letters merely hugging resumes won't get you where you want to go. Especially in a shaky job market. The verdict's in. Since the last edition of *Cover Letters For Dummies*, blazing fast change in tools, technology, and how hiring managers come calling and how we invite them to look us over, means big dramatic changes in our job messages. In this exceptional handbook of contemporary job messages, you'll discover fresh ways of thinking about cover letters that captain an entire team of new-style job messages.

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truck driver job offer letter sample: **Zac Bingley: Galactic Bureaucrat** D. A. Howe, 2021-04-27 When the Guurundian Empire invades Earth, they decide humans are useless and unpleasant—until they discover humanity's gift for paperwork. One thousand years later, Zac Bingley, office worker, is assigned the task of locating the ancient and long-lost Form-001, by Oolulang, his tyrannical employer. To add to Zac's woes, Oolulang encourages him to form a romantic relationship with his co-worker Wex Kowalski for the sole purpose of breeding more employees. What Oolulang doesn't know is that Zac and Wex hate each other. Zac, Wex and Corley (a new intern) set off on an unnamed space transporter owned by a mysterious pilot who calls himself Dan. While on their enforced adventure, they encounter the strange inhabitants of the Empire while navigating the bloated and inefficient galactic wide bureaucracy. Along the way they discover Form-001 is more important than they assumed, Dan isn't who he appears to be, Wex may not hate Zac as much as she first thought, and Zac, whether he likes it or not, might be the unexpected savior of the galaxy.

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truck driver job offer letter sample: *National Miller* , 1925

truck driver job offer letter sample: The Flying Boy of Calhoun County, Tennessee David Wallechinsky, 2017-04-13 Suzy Watkins is a journalist who writes a column about strange and unexplained events, like reports of UFO abductions, fish falls and haunted houses. Mostly she mocks the true believers by exposing the truth behind these phenomena. But she finds herself wishing that just once one of these incidents will prove to be real, and that there is still magic in the world. One day she receives a letter about rumors that, in an extremely remote part of Appalachia, there lives a young man who can fly. Wanting to believe, she enters a world of bizarre characters, some of them violent, some of them kind and some of them just plain weird. David Wallechinsky is the best-selling author of numerous books, including *The People's Almanac*, *The Book of Lists* and *Tyrants: The World's 20 Worst Living Dictators*.

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