

MEMORANDUM

TO: Employee Name and SSN

FROM: Appointing Authority Name/Title

SUBJECT: **DRUG TEST AWARENESS STATEMENT/NOTIFICATION
(PRE-EMPLOYMENT)**

DATE: Date Being Issued

Your employment, in the position offered, is contingent upon passing a drug test.

The initial drug test will be administered on-site. If this test confirms a negative result, the pre-employment drug test procedure is complete. If the on-site drug test cannot confirm a negative result, Human Resources will send the urine collection out to an independent lab for further testing.

If you test "positive", expressly refuse to take the drug test, fail to appear for this test, or fail to produce a sufficient urine sample by the specified deadline, this employment offer will be withdrawn. If you are a current State of Georgia employee, your current agency will be contacted with the positive result by Corrections Human Resources Management (CHRM). If you are a GDC employee, a positive test result may result in disciplinary action, up to and including termination.

Print Employee Name

Employee ID (if applicable)

Employee SSN#

Employee Signature

Date