

SAMPLE LETTER
Withdrawal of Employment Offer For
Refusal to Test/Failure to Remain or Appear
For Pre-Employment Drug Test

Date

Selectee's Name
Address
City, State, Zip Code

Dear [Name of Selectee]:

On (ININSERT THE DATE THE SELECTEE WAS OFFERED EMPLOYMENT) you were offered the position of (ININSERT TITLE OF POSITION OFFERED) at (ININSERT NAME OF FACILITY) . This employment offer was contingent upon passing a drug test.

Choose One:

- You were notified on (ININSERT THE DATE) that an on-site drug test would be immediately administered and you failed to remain for the on-site test.
- On (ININSERT THE DATE) , you refused to submit to a drug test.
- You were to report to a collection site no later than the close of business on (ININSERT THE DATE) , but failed to do so.
- Your name was listed as having a prior drug test result

Therefore, the offer of employment at (ININSERT NAME OF FACILITY) has been withdrawn.

Sincerely,

[Signature]
[Name and Title of Appointing Authority]

CC: CHRM Drug Test Coordinator