

**Attachment K**

**Withdrawal of Employment Offer Based on Drug Test – Refusal, Positive Test, Adulterated Sample**

**Sample Letter**

Date

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

Dear:

As you are aware, on \_\_\_\_\_ you were offered employment with \_\_\_\_\_ as a \_\_\_\_\_. As provided in the attached letter (*Attach a copy of the individual's Pre-Employment Drug Testing Notification Memorandum*), your employment was contingent upon your successfully passing a drug test. On \_\_\_\_\_ you were directed to report for drug testing.

*(Select the appropriate option)*

After receiving this directive

- 1. you refused to submit to testing OR
- 2. you failed to appear/report for testing at the identified time and date.

After receiving this directive and appearing at the collection site,

- 3. you engaged in conduct that clearly obstructed the testing process
- 4. you failed to remain available for testing or left the testing site before submitting to the test
- 5. you failed to provide adequate urine for testing without a valid medical reason/explanation
- 6. the testing laboratory or Medical Review Officer determined that the sample had been adulterated or substituted OR
- 7. you tested positive for the presence of illegal drugs(s).

This letter, therefore, serves as formal written notification that that your conditional offer of employment with \_\_\_\_\_ has been withdrawn. Additionally, please be advised that you are disqualified from employment with any State employer for a period of two (2) years from the date of this action.

Sincerely,