



TERMINATION LETTER

Date: _____

Name: _____

Dear:

Pursuant to Platt College's Policy 03:07:00 *Drug-Free Campus*, it has been determined that you have a positive confirmed drug test result. As a consequence of this positive drug test, you are being terminated from employment/educational enrollment (circle one), effective immediately.

Enclosed is a copy of the Consent and Release form that you originally signed which explained your rights, duties and obligations under Policy 03:07:00 *Drug-Free Campus*. You have the right to contest the result of the test within five (5) working days after you receive this letter notifying you of the test result.

Your contest must be in writing and should state why the test results do not constitute a violation of Platt College's Policy 03:07:00 *Drug-Free Campus*. If you intend to contest the results of this drug test, you must notify the testing laboratory of any administrative or civil action brought and advise the laboratory of the need to retain any sample taken. The name, address and telephone number of the testing laboratory is as follows:

Concentra
Aurora Southeast
10355 E Iliff Avenue
Aurora, CO 80247
Phone: (303) 755-4955
Fax: (303) 755-4956

You have the right to consult this testing laboratory for technical information regarding prescription and non-prescription medications or other relevant information. You have a right to the copy of the drug test results. The re-testing must be done at an HRS licensed or Colorado approved laboratory and at your expense. The second laboratory test must test at equal or greater sensitivity for the drug in question as the first laboratory. If you intend to have the specimen sample re-tested at your cost, please advise so that the sample can be forwarded to the laboratory. According to State Rules you may also be denied any Unemployment or Workers Compensation.

Sincerely,