

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

To: Staff
From: Management
Subject: Drug Free Workplace
Date:

This message is for the staff of {name of company}. {name of company} is a drug free environment. Neither, drug use nor drug paraphernalia will be tolerated on the premises. All persons that are associated with anything other than a prescription drug will be handled according to policy.