

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

Name	Date	Return address:
Address Line		Company
City, State Zip Code		Address Line 1
		Address Line 2
		City, State Zip Code

Re: Pre-Employment Drug Testing

Dear :

As a final phase of the hiring process, it is mandatory that all candidates for employment of {name} take a drug test. We have provided a list of the labs from which we accept tests. Please call the lab of your choice to schedule an interview. The drug test must be completed in the next 7 days for eligibility.

Please contact me if you have any questions.

Sincerely,

N A M E