

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

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

Re: Response to a Positive Drug Test (Employer)

Dear :

As you know {company name}'s policy is stringent about the drug policy. We have many procedures to keep this company as drug free as possible. Drug use is inhibitory toward the progress of this company and the use of drugs imposes many dangers to the employees of {name of company}. One of our procedures is unscheduled, periodic drug testing. On {date} we requested a drug test of all employees. Your drug test came back positive. We contacted the lab to double check these results. We are requesting that you take a second drug test. You are suspended from your position at {name of company} until we receive the second results.

Please contact HR if you have any questions.

Sincerely,

N A M E