

**SAMPLE LETTER**  
**Withdrawal of Employment Offer For**  
**Refusal to Test/Failure to Remain or Appear**  
**For Pre-Employment Drug Test**

Date

Selectee's Name  
Address  
City, State, Zip Code

Dear [Name of Selectee]:

On (INSERT THE DATE THE SELECTEE WAS OFFERED EMPLOYMENT) you were offered the position of (INSERT TITLE OF POSITION OFFERED) at (INSERT NAME OF FACILITY). This employment offer was contingent upon passing a drug test.

**Choose One:**

- You were notified on (INSERT THE DATE) that an on-site drug test would be immediately administered and you failed to remain for the on-site test.
- On (INSERT THE DATE), you refused to submit to a drug test.
- You were to report to a collection site no later than the close of business on (INSERT THE DATE), but failed to do so.
- Your name was listed as having a prior drug test result

Therefore, the offer of employment at (INSERT NAME OF FACILITY) has been withdrawn.

Sincerely,

[Signature]  
[Name and Title of Appointing Authority]

CC: CHRM Drug Test Coordinator