

Date: [Insert Date]

To: [Employee Name]

From: [Manager/HR Name]

Subject: Last Chance Agreement

Dear [Employee Name],

This letter serves as a Last Chance Agreement regarding your continued employment with [Company Name]. This agreement follows the recent incident or performance issue occurring on [Date] related to the violation of our Drug and Alcohol Policy.

In lieu of immediate termination, [Company Name] is offering you a final opportunity to retain your position, provided you strictly adhere to the following terms and conditions:

- **Evaluation and Treatment:** You must complete a formal substance abuse evaluation by a qualified professional and follow all recommended treatment or rehabilitation programs.
- **Proof of Compliance:** You must provide documentation of enrollment and successful completion of the mandated program to the Human Resources department.
- **Testing:** You agree to submit to unannounced, random drug and/or alcohol testing for a period of [Number] months from the date of this letter.
- **Performance Standards:** You are required to maintain satisfactory job performance and adhere to all company policies and codes of conduct.
- **Zero Tolerance:** Any further violation of the company's Drug and Alcohol Policy, or a positive test result during the term of this agreement, will result in immediate termination of employment.

By signing below, you acknowledge that you understand the terms of this agreement and recognize that this is your final opportunity to correct your conduct. Failure to comply with any of the requirements listed above will result in the immediate end of your employment with [Company Name].

Employee Signature: _____ Date: _____

Company Representative Signature: _____ Date: _____