

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Notification of Pre-Employment Drug Screening Results

Dear [Candidate Name],

This letter is to inform you that we have received the results of the pre-employment urinalysis drug screening conducted on [Date of Test] at [Testing Laboratory Name].

We are pleased to inform you that your results were **[Negative/Clear]**. As a result, you have successfully met this requirement of your conditional offer of employment.

[Optional: Your next steps in the onboarding process will be provided by your hiring manager shortly / Please report for your first day of work on [Start Date] at [Time].]

If you have any questions regarding these results or the next steps in your hiring process, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Name of HR Representative]
[Title]
[Company Name]