

[Date]

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

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. We were impressed with your qualifications and believe you will be a valuable addition to our team.

Please be advised that this offer of employment is **contingent** upon the successful completion of a pre-employment drug screening. This offer may be rescinded if you fail to complete the screen within the required timeframe or if a positive result is returned.

Offer Details:

- **Start Date:** [Start Date], pending clearance.
- **Reporting To:** [Manager Name].
- **Compensation:** [Salary/Hourly Rate].

Drug Screening Instructions:

Please visit [Laboratory Name/Link] within [Number] business days of receiving this letter. You will need to bring a valid photo ID. All costs associated with this initial screen will be covered by [Company Name].

To accept this contingent offer, please sign and return this letter by [Expiration Date].

We look forward to having you join us.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acceptance:

I accept the contingent offer of employment as outlined above.

Signature: _____ Date: _____