

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Employment Offer Rescission

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name].

As we discussed during the hiring process, our offer of employment was contingent upon the successful completion of a pre-employment drug screening. We are writing to inform you that we have received the results of your screening, and as a result, we are unable to move forward with your employment at this time.

Our decision is based on our company policy regarding substance use and workplace safety. You have the right to contact the testing laboratory, [Name of Laboratory], to request a copy of the results or to dispute the accuracy of the findings.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]