

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

As outlined in your conditional offer letter dated [Offer Date], your employment with [Company Name] was contingent upon the successful completion of a pre-employment drug screening.

We are writing to formally notify you that we are withdrawing our offer of employment for the position of [Job Title], effective immediately. This decision was made because you did not meet the requirements of our drug testing policy as specified in the hiring criteria.

If you believe there has been an error or if you have questions regarding the results of your screening, please contact the testing facility directly:

[Testing Laboratory Name]

[Laboratory Phone Number]

[Laboratory Address]

Thank you for your interest in [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]