# Drug test notification email

Send it right after the candidate accepts a contingent offer, with a collection window of 24 to 72 hours. Send it the same day for hourly roles, since a delayed test is a common reason start dates slip.

## STANDARD SCHEDULING

**Subject: Action needed: drug screen for your [Job Title] offer by [Deadline]**

Hi [First Name],

Congratulations again on your offer for [Job Title]. As your offer letter says, it's contingent on a pre-employment drug screen. Here's how to complete it:

- **Where:** [Collection Site Name], [Address]. Other nearby sites: [Site Finder Link]
- **When:** by [Deadline]. Walk-ins are accepted [Hours]; some sites take appointments.
- **Bring:** a government-issued photo ID and this registration number or form: [Registration Number / Form Link]
- **Type of test:** [urine / oral fluid / hair] panel. It takes about [Number] minutes.

Please don't drink large amounts of water beforehand; a diluted sample may have to be retaken.

If you take prescription medication, you don't need to tell us. If a result needs review, a licensed physician (the Medical Review Officer) will contact you privately to discuss it.

If you need an accommodation to complete the test, reply to me and we'll work it out.

[Your Name]
[Title], [Company]
[Phone Number]

## REMINDER

**Subject: Reminder: complete your drug screen by [Deadline]**

Hi [First Name],

Quick reminder that we haven't received a drug screen result yet for your [Job Title] offer. Please visit [Collection Site Name] by [Deadline] with your photo ID and registration number [Registration Number].

If something is getting in the way, like transportation, site hours or your current work schedule, reply and let me know. We can often find another site or extend the window by a day.

Thanks,
[Your Name]
[Title], [Company]

## DOT-REGULATED ROLE

**Subject: DOT pre-employment drug test for [Job Title]**

Hi [First Name],

Because the [Job Title] position is a safety-sensitive role regulated by the U.S. Department of Transportation, you must complete a DOT pre-employment drug test with a verified negative result before you can perform safety-sensitive duties.

- **Where:** [Collection Site Name], [Address]
- **By:** [Deadline]
- **Bring:** photo ID and your [CDL / registration form]

This test follows federal procedures (49 CFR Part 40), including chain of custody and review by a Medical Review Officer. As required, we will also request your drug and alcohol testing history from previous DOT-regulated employers [and query the FMCSA Drug and Alcohol Clearinghouse, with your consent].

If you have questions about the process, call me at [Phone Number].

[Your Name]
[Title], [Company]

## RESULT TAKING LONGER

**Subject: Update on your drug screen result**

Hi [First Name],

Thanks for completing your drug screen on [Test Date]. The result is taking a little longer than usual. This often happens when a lab needs to re-run a sample or the Medical Review Officer needs to reach you, so please answer calls from [MRO Phone Number] or unknown numbers over the next few days.

We expect an update by [Expected Date]. Your start date of [Start Date] [is still on / may move to [New Start Date]].

[Your Name]
[Title], [Company]

## SUBJECT LINE IDEAS

• Action needed: drug screen for your [Job Title] offer

• Your pre-employment drug test details

• Complete your drug screen by [Deadline]

- Drug test scheduling for [Company]
- Reminder: drug screen due [Deadline]
- DOT pre-employment drug test for [Job Title]
- Update on your drug screen result

### SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. Your [Job Title] offer needs a drug screen by [Deadline]. Go to [Collection Site Name], [Address] with photo ID and code [Registration Number]. Details are in your email. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Deadline], [Collection Site Name], [Address], [Site Finder Link], [Hours], [Registration Number / Form Link], [Registration Number], [Number], [Test Date], [MRO Phone Number], [Expected Date], [Start Date], [New Start Date], [Your Name], [Title], [Company], [Phone Number]