



Work Comp Associates, Inc.

Florida's Premier Source for Workers' Compensation Coverage & Information

Employer's Second Letter to Applicant/Employee

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Instructions:

1. "Dear _____": write in "Employee" or "Applicant".
2. "this is to advise you that _____": write in one of the following actions:
 - your application for employment is herewith rejected
 - you are hereby terminated from your employment with this company
 - you are disciplined as follows
3. "correspondence to you dated _____": date of First Letter
4. "statement that you signed on _____": date that employee signed on-hire DFWP acknowledgement form

This form is provided courtesy of Work Comp Associates, Inc.

THIS IS A SAMPLE ONLY. EMPLOYERS SHOULD CONFER WITH LEGAL COUNSEL BEFORE USING.

**EMPLOYER'S SECOND LETTER TO APPLICANT/EMPLOYEE IF APPLICANT'S/EMPLOYEE'S
EXPLANATION OF POSITIVE TEST RESULT IS UNACCEPTABLE***

Dear _____:

This company is in receipt of your explanation and/or challenge of the positive drug test results. Following company standards and developed policies, your explanation or challenge is unacceptable and unsatisfactory because:

Attached is the report of the positive test results. This is to advise you that you are disciplined as follows.

Reference is made to our prior correspondence to you dated _____ and the statement you signed on _____. This explains in detail what your various alternatives are in regard to the contesting of this action.

All documentation relating to drug testing, including this letter shall be deemed confidential as provided in Section 440.102, Florida Statutes. The employer shall retain all such information for at least one year. [440.102(5)(k)]

* Source: 2007 Workers' Compensation Desk Manual by James N. McConnaughy.