

**SAMPLE RANDOM DRUG TEST LETTER**

**[DATE LETTER SENT]**

To: [Supervisor of Employee Identified for Random Drug Test]

From: [Name]  
Agency Drug Testing Liaison

Subject: Random Drug Test

I am the Agency Drug Testing Liaison (ADTL) for FSIS' Drug-Free Workplace Program. The program requires random drug testing for employees who meet the requirements for random drug testing under the Executive Order provisions. **[EMPLOYEE'S NAME]** and **[EMPLOYEE'S TITLE]** were randomly selected for a drug test. The random drug test must be accomplished no later than [DATE].

The name, address, and telephone number of the collection site where the employee is to report is included below and in the Supervisor Checklist. Also attached is the Employee Checklist for **[EMPLOYEE'S NAME]**.

Don't hesitate to contact me if you have any questions or concerns relative to the Drug-Free Workplace Program.

Thank you for your cooperation in this matter.

Location: **[Site Name]**  
**[Address]**  
**[City, State, Zip]**

Telephone: **[Telephone number]**

Attachments:  
Checklist for Employees  
Checklist for Supervisors