Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

This letter is a final warning written to you after issuing of many verbal warnings which had no effect on you at all. This is the company policy that we cannot endure anyone who tries to take it lightly.

All the employees must present themselves for drug test no matter what. It has been reported that you are constantly making excuses to avoid appearing for the test which itself is a misconduct. The company does not indorse reluctant attitude once you have been directed to undertake an official procedure.

We are committed to maintaining a safe environment in the workplace. In the effort, we cannot tolerate any behavior or negligence by any individual working in the company.

Any excuse in this regard would be considered as a violation of company policy. You will be dismissed from your position without providing a further chance. Hopefully, you will cooperate with the management to maintain a healthy environment.

gravity of her situation and the date she was taken to the hospital to strengthen my point.

Your Name