

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification of Placement Cancellation

Dear [Candidate Name],

We are writing to formally notify you that [Company Name] is withdrawing the conditional offer of employment for the position of [Job Title], effective immediately.

This decision was made based on the results of your background check, which did not meet the requirements necessary for this placement. Specifically, the following information was a factor in this decision: [Briefly state reason or refer to the attached report].

A copy of the background check report and a summary of your rights under the Fair Credit Reporting Act (FCRA) are enclosed with this letter. The background check was conducted by:

[Name of Background Check Agency]

[Agency Address]

[Agency Phone Number]

Please note that the background check agency did not make the decision to cancel your placement and is unable to provide you with the specific reasons for this decision. You have the right to dispute the accuracy or completeness of any information contained in the report by contacting the agency directly within 60 days.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]