

[Date]

[Worker Full Name]

[Worker Address]

[City, State, Zip Code]

Subject: Termination of Assignment

Dear [Worker Name],

We are writing to formally notify you that your current assignment with [Client Company Name] is being terminated, effective [Last Date of Work/Immediately].

This decision has been made due to an inability to successfully verify your background history in accordance with our compliance policies and the requirements set forth by the client. Specifically, the following area(s) could not be verified:

- [Insert specific reason, e.g., Employment History / Educational Credentials / Criminal Record Check]

As per the terms of your employment agreement with [Agency Name], all assignments are contingent upon the successful completion and verification of background screening. Because these requirements have not been met, we are unable to continue your placement at this time.

Please return any company property, including ID badges, keys, or equipment, to [Location/Person] by [Date/Time]. Your final paycheck, including all hours worked up to the point of termination, will be issued on [Date] via [Payment Method].

If you believe there is an error in the background report, you have the right to dispute the findings with the reporting agency. Please contact [Background Check Company Name] at [Phone Number/Email] for further information regarding your report.

Sincerely,

[Your Name]

[Your Job Title]

[Agency Name]