

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notice of Termination of Candidacy

Dear [Candidate Name],

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

As outlined in your conditional offer letter, employment was contingent upon the successful completion of a background check. Based on the results of the background screening process, you have not met the requirements necessary to move forward with your engagement.

You have previously been provided with a copy of the background report and a summary of your rights under the Fair Credit Reporting Act (FCRA). If you believe any information in the report is inaccurate or incomplete, you should contact the consumer reporting agency directly:

[Name of Background Check Agency]

[Agency Address]

[Agency Phone Number]

Please return any company property that may have been issued to you during the onboarding process by [Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]