

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Candidate Name]
[Address]
[City, State, Zip Code]

Subject: Rescinding of Employment Offer

Dear [Candidate Name],

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

As outlined in your offer letter, this placement was contingent upon the successful completion of a background screening process. Unfortunately, we have received the results of your background check and have determined that you have not met the requirements necessary for this position.

Enclosed with this letter, you will find a copy of the background report provided by [Name of Screening Agency] and a summary of your rights under the Fair Credit Reporting Act (FCRA).

If you believe the information in the report is inaccurate or incomplete, you have the right to dispute the findings directly with [Name of Screening Agency] at [Agency Contact Information].

Thank you for your interest in [Company Name]. we wish you the best in your future endeavors.

Sincerely,

[Sender Name]
[Title]
[Company Name]

Enclosures: Background Screening Report, Summary of Rights under the FCRA