

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Revocation of Placement Offer

Dear [Candidate Name],

We are writing to formally notify you that [Company Name] is revoking the offer for your placement at [Client Name], effective immediately.

As outlined in our initial offer, your placement was contingent upon the successful completion of a background check. Unfortunately, the results of your background investigation did not meet the requirements established by the client for this specific role.

Attached to this letter, you will find a copy of the report we received 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 it directly with the reporting agency: [Name of Background Check Agency].

We appreciate your interest in this opportunity and wish you success in your future professional endeavors.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]

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