

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notice of Termination of Employment Agreement

Dear [Candidate Name],

Please be advised that [Company Name] is rescinding your offer of employment and terminating your employment agreement, effective immediately.

As outlined in your signed offer letter and employment contract dated [Date], your employment was contingent upon the successful completion of a criminal background check. We are writing to inform you that you have failed to meet this contractual requirement based on the results received from [Background Check Provider].

Because this condition precedent has not been satisfied, the employment relationship is terminated in accordance with the terms of your contract. Please return any company property currently in your possession by [Date].

You have already 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 the information in the report is inaccurate, please contact [Background Check Provider] directly.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]