

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Immediate Contract Annulment

Dear [Recipient Name],

This letter serves as formal notification that [Company Name] is exercising its right to annul your employment contract, effective immediately, dated [Contract Start Date].

This decision has been made following the receipt of your background verification results. Specifically, the findings of the report were inconsistent with the requirements for this position and the representations made during the application process. As per the terms outlined in your offer letter and contract, this agreement was contingent upon the successful completion of a background check.

Due to the nature of these findings, your engagement with the company is terminated effective [Date]. Please return any company property, including keys, identification badges, or hardware, to the Human Resources department by [Time/Date].

You will receive a separate communication regarding any final compensation owed for time worked prior to this annulment, as required by law.

Sincerely,

[Your Name]

[Your Title]

[Company Name]