

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision has been made because you did not successfully pass the mandatory background check required for your position. Specifically, the results of the background report revealed information that is inconsistent with our hiring requirements and company policy.

Enclosed with this letter, you will find a copy of the background check report and a summary of your rights under the Fair Credit Reporting Act (FCRA). You have the right to dispute the accuracy or completeness of any information in the report directly with the consumer reporting agency that provided the data.

Regarding your final compensation, you will receive payment for all hours worked up to and including today. Information regarding your benefits and any relevant documents will be sent to you under separate cover.

Please return all company property, including keys, ID badges, and electronic equipment, to [Department/Person] by [Time/Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]