

Date: [Date]

To: [Candidate Name]

Address: [Candidate Address]

Subject: Notice of Immediate Placement Cancellation

Dear [Candidate Name],

We are writing to formally notify you that [Company Name] is withdrawing our offer of placement and cancelling your start date, effective immediately.

As outlined in your offer letter, this placement was contingent upon the successful completion of a background check. We regret to inform you that you have not met the requirements of this screening process due to information received in your background report.

Under the Fair Credit Reporting Act (FCRA), you have the right to dispute the accuracy or completeness of any information in the report. You will receive a separate notice containing a copy of the report and a summary of your rights, along with the contact information for the reporting agency.

Please return any company property or documentation that may have been provided to you in anticipation of your start date by [Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]