

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Pre-Employment Screening Failure and Termination

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective immediately, [Date].

As outlined in your offer letter and the company's hiring policy, your employment was contingent upon the successful completion of a pre-employment screening process. We have received the results of your [Background Check / Drug Screen / Reference Check], and unfortunately, you did not meet the requirements necessary for continued employment.

Due to the failure to satisfy this condition of employment, we are unable to move forward with your role. Please return any company property, including keys, ID badges, or equipment, to [Department/Person] by [Time/Date].

Regarding the results of your screening, you will receive a separate notice containing a copy of the report and information regarding your rights under the Fair Credit Reporting Act (FCRA), including instructions on how to dispute any information directly with the screening agency.

Final compensation for hours worked up to this date will be issued via [Direct Deposit / Check] on [Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]