

[Date]

[Candidate Full Name]

[Candidate Address]

[City, State, Zip Code]

RE: NOTICE OF IMMEDIATE DISMISSAL

Dear [Candidate Name],

We are writing to formally notify you that [Agency Name] is terminating your employment and withdrawing your current assignment at [Client Name, if applicable], effective immediately, [Date].

This decision has been made following the results of your formal background verification process. Specifically, the report identified discrepancies regarding your [mention specific area, e.g., criminal record / employment history / educational credentials] that do not align with the information provided during your application or the requirements of our hiring policy.

As per the terms of your employment agreement, providing false information or failing to meet the mandatory background clearance standards is grounds for immediate dismissal without notice.

Regarding your final compensation:

- Your final paycheck, including payment for all hours worked up to [Time] today, will be issued on [Date].
- Any company property or access badges must be returned to [Location] by [Date/Time].

You will receive a copy of the background report via [email/mail] along with instructions on how to dispute any inaccuracies with the reporting agency if you believe the findings are incorrect.

Please refrain from reporting to your assignment location effective immediately. Any further inquiries should be directed to the Human Resources department at [Phone Number].

Regards,

[Your Name]

[Your Job Title]

[Recruitment Agency Name]