

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Immediate Dismissal

Dear [Employee Name],

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

As outlined in your employment agreement and the conditional offer letter, your continued employment was subject to the successful completion of a background screening process. We are writing to inform you that you have not met the requirements of this screening.

Due to this failure to satisfy the pre-employment contingencies, we are unable to continue your placement at [Client Company Name] or maintain your employment with our agency.

Regarding your final compensation:

- Your final paycheck will include payment for all hours worked up to [Time/Date of Dismissal].
- This payment will be issued via [Direct Deposit/Mail] on [Date].

Under the Fair Credit Reporting Act (FCRA), you have previously been provided with a copy of the background report and a summary of your rights. If you believe the information in the report is inaccurate, you should contact [Name of Background Check Vendor] directly to dispute the findings.

Please return any company property, including ID badges, keys, or equipment, to our office by [Date].

Sincerely,

[Sender Name]

[Sender Title]

[Staffing Agency Name]