

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Termination of Temporary Employment

Dear [Employee Name],

Please be advised that your temporary employment with [Company Name] is being terminated, effective [Last Working Date], due to the results of your background screening process.

As stated in your offer letter, your employment was contingent upon the successful completion of a background check. We have received an adverse report that does not meet the requirements for continued employment in this position.

Enclosed with this letter, you will find:

- A copy of the background screening report.
- A copy of "A Summary of Your Rights Under the Fair Credit Reporting Act."

If you believe the information in the report is inaccurate or incomplete, you have the right to dispute it directly with the consumer reporting agency: [Name of Background Check Agency] at [Agency Phone Number/Address].

Regarding your final compensation, you will receive payment for all hours worked through [Last Working Date] via [Direct Deposit/Check] on [Pay Date]. Please return any company property, such as [ID Badges/Keys/Equipment], by [Return Date].

Thank you for your contributions during your temporary assignment.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]