

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Withdrawal of Employment Offer

Dear [Candidate Name],

We are writing to formally notify you that [Company Name] is withdrawing the conditional offer of employment for the position of [Job Title] extended to you on [Date of Offer Letter].

This decision has been made as a result of the information obtained during your pre-employment background check. Specifically, the results did not meet the company's requirements for employment in this role.

Enclosed with this letter, you will find a copy of the background check report and a summary of your rights under the Fair Credit Reporting Act (FCRA). You have the right to dispute the accuracy or completeness of any information in the report directly with the consumer reporting agency that provided the information:

[Background Check Agency Name]

[Agency Address]

[Agency Phone Number]

[Agency Website]

Please note that the background check agency did not make the decision to withdraw this offer and is unable to provide you with the specific reasons why the decision was made.

We thank you for your interest in [Company Name] and wish you success in your future endeavors.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Enclosures: Background Check Report, Summary of Your Rights Under the FCRA