

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Termination of Placement Process

Dear [Candidate Name],

We are writing to formally inform you that [Company Name] has decided to terminate your participation in our current placement and recruitment process, effective immediately.

This decision has been made due to conduct that we deem unacceptable and inconsistent with our professional standards and company values. Specifically, this follows the incident(s) involving [briefly mention nature of conduct, e.g., falsification of documents, unprofessional communication, or breach of confidentiality] occurring on [Date].

As a result of this termination:

- All active applications for current roles have been withdrawn.
- Your profile will no longer be considered for future opportunities within this organization.
- [Optional: Mention any return of company property or badges if applicable].

Please note that any further communication regarding this matter should be directed to the Human Resources department in writing.

Regards,

[Your Name]

[Your Title]

[Company Name]