

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification of Employment Decision

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name] and for participating in our interview process.

As part of our hiring procedure, we conducted a background and reference check. We are writing to inform you that, based on the results of these checks, we have decided not to move forward with your candidacy at this time. Consequently, the conditional offer of employment previously extended to you is hereby withdrawn.

If the decision was influenced by information contained in a consumer report, you will receive a separate notice including a copy of the 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 that report directly with the reporting agency.

We appreciate the time you invested in applying to [Company Name] and wish you success in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]