

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Rescinding of Conditional Offer of Employment

Dear [Candidate Name],

We are writing to inform you that [Company Name] is rescinding the conditional offer of employment extended to you on [Date] for the position of [Job Title].

This decision was made based on the results of your background check, which did not meet the requirements for this position. Specifically, the following information was a factor in this decision: [Briefly state reason or refer to the attached report].

Enclosed/Attached is 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 by contacting the consumer reporting agency directly:

[Agency Name]

[Agency Address]

[Agency Phone Number]

Please note that the reporting agency did not make the decision to withdraw the offer and is unable to provide specific reasons for our company's decision.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]