

**ADVERSE ACTION NOTICE: THIS NOTICE MUST BE SENT TO THE APPLICANT WHEN S/HE IS FORMALLY REJECTED BASED IN PART ON A BACKGROUND CHECK, BUT AFTER THE APPLICANT HAS RECEIVED HIS/HER PRE-ADVERSE ACTION DISCLOSURE LETTER**

[LETTERHEAD]

[Date]

[Applicant's Name]

[Applicant's Address]

RE: Your Application For Employment With [Employer]

Dear [Applicant's Name]:

We wish to advise you that we cannot give you any further consideration for employment [or promotion, or transfer] with [Employer]. This decision was influenced by information contained in a report, made at our request by:

[Consumer Reporting Agency]

[Address]

[Telephone]

You have the right to obtain a free disclosure of your file from the consumer reporting agency if you make a request to the agency in writing within 60 days. (Provide your name, Social Security number, date of birth & mailing address).

You have the right to dispute directly with the consumer reporting agency the accuracy or completeness of any information provided by the consumer reporting agency.

The consumer reporting agency did not make the adverse employment decision and is not able to explain why the decision was made.

[Employer] appreciates your interest in this position and wishes you the best of luck in your future endeavors.

Sincerely,

[Name]

[Title]