

SAMPLE ADVERSE ACTION LETTER

[Date]

[Applicant Name
Address
City, State Zip]

Re: Notice of Adverse Action

Dear [Applicant Name]:

Enclosed is a consumer report that we requested in connection with your application for employment with our company. In accordance with the Federal Fair Credit Reporting Act, also enclosed is a copy of your rights under the Act.

Based on our hiring criteria and the contents of this consumer report, we have made a decision not to consider you for employment at this time.

This decision was made in part from information we received from Associated Services Employment Check. Please be advised that Associated Services Employment Check does not make these decisions and is unable to provide you with the specific reasons for the decisions.

You have the right to dispute the accuracy and completeness of information contained in the report(s) by contacting Associated Services Employment check, or if the report is a credit report, contacting the credit bureau that furnished the report:

Associated Services Employment Check
P. O. Box 800169
Houston, TX 77280
(713) 461-7381 Ext. 28 or (800) 290-1826 Ext. 28

Sincerely,

Human Resources Department
[Employer Company Name]
[Employer Company Address]

Enclosures:
Copy of Consumer Report
FCRA Notice of Rights
FCRA Contact Sheet