

This is a SAMPLE only. You should make changes as needed to reflect state and local laws.

This document should not be relied upon as legal advice.

Please consult with your own counsel and make changes as required by your jurisdiction.

Please use the "Contact Us" page if you would like to request a WORD file of this document.

SAMPLE: Adverse Action Notification

[Date]

[Applicant Name]

[Applicant Address]

Dear **[Applicant Name]**

Thank you for your recent application for employment with **[Insert Client Name]**. At this time, we are unable to offer you a position with our company.

We have received a background screening report on you from the following company with information that was considered as a basis for our decision: American DataBank, 110 Sixteenth St., 8th Floor, Denver, CO 80202, Tel: 1-800-200-0853, www.americandatabank.com. [Our decision was based in whole or in part on the following specific items in the report:]

[Identify specifically the adverse items providing a basis for this notice:]

American DataBank DID NOT make the decision nor is American DataBank able to explain why the decision was made.

In accordance with the Federal Fair Credit Reporting Act (FCRA), attached are a copy of your report and a copy of your rights under the FCRA.

You have the right to dispute under Section 611 of the FCRA the accuracy or completeness of information received from American DataBank by contacting them or, if the report includes a credit report, contacting the credit bureau that furnished the report. For credit reports, please contact the credit bureau that supplied the report at the address listed on thereport:

- Experian: www.experian.com; 475 Anton Blvd. Costa Mesa, CA 92626; 714-830-7000
- Equifax: www.equifax.com; P.O. Box 740241 Atlanta, GA 30374; 1-800-685-1111
- TransUnion: www.transunion.com; P.O. Box 2000 Chester, PA 19022; 1-800-680-7289

Again, we appreciate your interest in employment with our organization.

Sincerely,

The Human Resources Department of
[Insert Client Name]