

SAMPLE PRE-ADVERSE ACTION LETTER - Put on company letterhead

Date

Applicant Name
Address
City, State, Zip

Dear _____,

Recently you applied for a position at (*your company name here*). Part of the application process includes authorization for a background investigation to be done by a consumer reporting agency.

This communication is to notify you that we are considering making an adverse employment decision based on our hiring criteria, including information received in your background investigation report from Investigative Associates & Consultants, Inc.

A copy of your report is enclosed, as well as a copy of your rights under the Fair Credit Reporting Act.

You may provide additional information to try to refute the results contained in your report. This must be done in writing and (*your company name here*) must receive your written explanation within five working days.

Sincerely,

Name
Title