

***DISCLAIMER:** Sample Adverse Action Letter – this document is intended for instructional purposes only and is not intended as legal advice. We recommend you consult with an attorney to review this document to ensure your compliance with the Fair Credit Reporting Act (15 U.S.C. § 1681) and applicable state laws related to background screening.*

**ADVERSE ACTION NOTIFICATION**

Date: \_\_\_\_\_

Applicant Name

Address 1

Address 2

City, State, Zip

Dear \_\_\_\_\_:

We regret to inform you that we are unable to consider you further for an employment opportunity with our company. This decision was made, in part, from information we received in the consumer report you authorized from First Advantage, our employment screening vendor. First Advantage played no part in our decision to take the adverse action and is unable to provide you with the specific reasons why the adverse action was taken.

In accordance with the Fair Credit Reporting Act (FCRA) (15 U.S.C. § 1681), you have previously received a copy of this report and a copy of the federal notice, “A Summary of Your Rights Under the Fair Credit Reporting Act.”

Under the FCRA you are entitled to obtain a free copy of your consumer report by contacting our employment screening vendor directly within sixty (60) days of receipt of this letter. You also have the right to dispute the accuracy or completeness of any information in the consumer report provided by First Advantage by contacting them at the following address:

First Advantage  
Attn: Consumer Center  
P.O. Box 105292  
Atlanta, GA 30348  
(800) 845-6004

Thank you for your interest in employment with our company.

Regards,