

SAMPLE ADVERSE ACTION NOTICE

Company Letterhead

<Date>

Dear<Applicant>,

Thank you for sharing your time with us and your interest in COMPANY NAME.

Unfortunately, we will not be able to offer you employment at this time. Our decision was based in whole or in part on information contained in a consumer report regarding you received from FYI Screening, Inc. FYI didn't make the decision to deny you employment and cannot give you specific reasons why your employment was denied.

You have rights under certain federal and state or province laws. You have the right to get a free copy of the consumer report, if you request it from within 60 days of your receipt of this letter. (Please note that we sent you a copy of this report with our earlier letter). Also, some states afford you additional rights under their consumer reporting laws.

You also have the right to dispute the completeness or accuracy of any information contained in the report by contacting FYI directly.

You may contact FYI at:

FYI Screening, Inc.
P.O. Box 29698
Columbus, OH 43229
(800) 809-2419

We wish you the best of luck in your job search. Again, thank you for your interest in <Company Name>.

Very truly yours,

<Company Representative>