# Post-Background Check Final Adverse Action Notification

Red text denotes a field that needs to be changed by the user.

[Date]

[Applicant Name]  
[Street Address]  
[City, State ZIP]

Dear [Job Applicant],

We wish to advise you that we are unable to continue to consider you as a valid candidate for the [Job Title] position at [Company Name].

This action was influenced by information contained in a consumer report, made at our request and provided by:

[Name, address, and telephone number of the consumer agency]

Under the federal Fair Credit Reporting Act we are required to make the following disclosure to you:

You have the right to obtain a free copy of your file from the consumer-reporting agency if you make a request with the agency within 60 days. Enclosed with our letter to you dated [Date of Pre-Adverse Notice], you were provided with a copy of the report we received from the credit reporting agency. You also have the right to obtain from the consumer reporting agency, free of cost, an additional copy of the report.

You also must be provided with a copy of the Federal Trade Commission’s Summary of Your Rights under the Fair Credit Reporting Act, which is attached to this letter. The summary was also included with our letter to you dated [Date of Pre-Adverse Notice].

You have the right to dispute directly with the consumer reporting agency the accuracy or completeness of any information provided by the consumer reporting agency.

The consumer reporting agency did not make the adverse employment decision and is not able to explain why the decision was made.

Sincerely,

[President / Office Manager / HR Representative]

Enclosures:

Copy of Consumer Report

FCRA Notice of Rights

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