

**SAMPLE PRE-ADVERSE ACTION NOTIFICATION**

Date

Name

Address

City, ST Zip

Dear \_\_\_\_\_,

You recently authorized \_\_\_\_\_ (the "Company") to obtain consumer reports and/or investigative consumer reports about you from a consumer reporting agency. The Company is considering taking action in whole or in part based on information in such report(s).

Enclosed please find (1) a copy of the report we obtained from **HR Screening Services, Inc., 521 Cedar Way, Oakmont, PA 15139, 1-800-261-6268, [www.hrscreening.com](http://www.hrscreening.com)**; (2) A Summary of Your Rights Under the Fair Credit Reporting Act; (3) applicable city or state notices.

If you wish to dispute the accuracy of the information in the report directly with the consumer reporting agency (i.e., the source of the information contained in the report), you should contact the agency identified above directly.

We will evaluate the information in your report on an individual case-by-case basis in accordance with the law and EEOC guidance. If you believe that there is additional information that may help us better evaluate your fitness for this position, please contact us immediately by calling \_\_\_\_\_. If we do not hear from you within 7 days, we will make our hiring determination based on the information currently available to us.

In the event that an adverse employment action is taken based upon information contained in the pre-employment background screen, the Company will provide you notice of such action.

Sincerely,

\_\_\_\_\_

- Enclosures: A Summary of Your Rights Under the FCRA  
Consumer Report  
Applicable city/state notices which may include:  
Article 23-A of the New York Correction Law  
A Summary of Your Rights Under New Jersey Law  
A Summary of Your Rights Under Washington Law  
Background Policy in Massachusetts  
DCJIS Information sheet in Massachusetts  
New York City Fair Chance Act Notice