

SAMPLE ADVERSE ACTION LETTER - Put on company letterhead

Date

Applicant Name
Address
City, State, Zip

Dear _____,

We regret to inform you, that based on our hiring criteria, we are unable to consider you further for an employment opportunity with our organization. This decision was made in part from information we received from Investigative Associates & Consultants, Inc., our employment screening vendor. Investigative Associates & Consultants does not make these decisions and is unable to provide you with the specific reasons for them.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of the information and a copy of your rights under the Act. You also have the right to obtain a free copy of the report within 60 days of your receipt of this letter by contacting the supplier at the address and telephone number below. Please refer to these documents if you have further questions. You have the right to dispute the accuracy or completeness of the information contained in the report by contacting Investigative Associates & Consultants, Inc.

Investigative Associates & Consultants, Inc.
3775 Vest Mill Road
Suite D
Winston-Salem, NC 27103
(336) 768-7040

Any dispute regarding the information on your report must be resolved with Investigative Associates & Consultants.

Thank you for your interest in employment with our organization.

Sincerely,

Name
Title