

IMPORTANT NOTICE:

Infortal does not provide legal advice and nothing on our website should be construed as such. Further details are necessary for a complete understanding of how these forms are to be used. Viewers are encouraged to consult legal counsel to obtain advice on how to comply with the background checking laws applicable in their State.

SAMPLE ADVERSE ACTION NOTICE

[Date]

[Applicant/Employee]

[Address]

Dear **[Applicant/Employee]**:

As part of your application for **[employment/promotion/other]** with **[Insert Company Name]** ("Company"), you authorized Company to conduct a background check. Recently, we sent you a copy of the investigative consumer report we received together with a summary of your consumer rights under the federal Fair Credit Reporting Act.

Based in whole or in part on the information in the consumer report, we have decided to **[eliminate your application from further consideration/deny the promotion/other (specify)]**.

The agency that provided the background check report to us is:

Infortal Worldwide 1(800) 736-4999 Address: 975 North First Street, Suite 675 San Jose CA 95112.

Infortal Worldwide did not make the employment decision and cannot provide you with specific reasons why you were not **[hired/promoted/other]**. In accordance with state and federal law, however, you have the right to dispute with the agency the accuracy or completeness of any information in the consumer report furnished by the agency. You also have the right to obtain a free copy of your consumer report within 60 days from any consumer agency that maintains files on a nationwide basis.

Sincerely,

[Insert Name of Appropriate Person]

[Insert Title of Appropriate Person]