

Sample Adverse Action Letter

(Put on your letterhead)

Date:

Dear (Name and Address)

This letter is to inform you that an offer of employment will not be made at this time. This decision was based in whole or part, on the information provided us in a Consumer Report or Investigative Consumer Report.

The report was prepared pursuant to an authorization signed by you at the time of application. Subsequently you also received a copy of our consumer report and a summary of your rights under the Fair Credit Reporting Act. The consumer report was used only for employment purposes and prepared for us by a consumer reporting agency. Their mailing address and phone number are listed below:

DataLink Investigative Services
P.O. Box 755
White Pine, TN 37890
Phone: 865-674-0030
Fax: 865-674-0076

DataLink Investigative Services plays no part in the decision to take any action on your employment application and is unable to provide you with specific reasons for not extending an offer of employment.

You may, upon providing proper identification, request another free copy of the report and may dispute with the consumer reporting agency the completeness or accuracy of any information in the report within 60 days of receipt of this notice with DataLink Investigative Services.

Sincerely,

(Company Name)