

PRELIMINARY NOTICE OF ADVERSE ACTION (Sample)

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<School Letterhead>

<Date>

<Applicant Name>

<Address>

<City, State, ZIP>

Dear <Applicant>,

Enclosed is a Consumer Report requested by <Company Name> in connection with your <application for employment> <current employment>. In addition to your Consumer Report, "A Summary of Your Rights Under the Fair Credit Reporting Act," as published by the Consumer Financial Protection Bureau (CFPB), has also been included.

A preliminary decision has been made to<not employ you> <not continue your employment>. This preliminary decision was based, either in whole or in part, on the past conduct contained in your Consumer Report.

In order to thoroughly evaluate your candidacy in light of these records, <Company Name>, is extending an invitation to you so that we may conduct an individualized evaluation. This assessment will provide an opportunity for you to demonstrate that the records identified in your Consumer Report may not relate to you, may be inaccurate, or may not relate to the position you are seeking.

At your soonest opportunity, please contact <HR Personnel> at <###-###-#### and/or hrcontact@company.com> to schedule an appointment time for your assessment.

If you fail to respond to our request for an individualized assessment within <10 days> of this notice, our final decision will be made without your input <; this may result in the termination of your current employment>< which may result in us not taking favorable personnel action with respect to your employment >< and we will be unable to offer you employment with our organization>.

Sincerely,

<Company Representative Name>

<Title>

Enclosure

A copy of your background check report

A Summary of Your Rights Under the Fair Credit Reporting Act