

POST NOTICE OF ADVERSE ACTION (Sample)

<School Letterhead>

<Date>

<Applicant Name>

<Address>

<City, State, ZIP>

Dear <Applicant>,

<Thank you for providing us with additional information in response to our earlier request.><We are sorry that we did not receive additional information from you in response to our earlier request.>

Based on the information we considered, we regret to advise that we are unable to <offer you employment><offer you continued employment><take favorable personnel action with respect to your employment.>

The consumer reporting agency that furnished the report which served as a factor in our decision is:

RSAI Licensure Program

1201 63rd Street

Des Moines, IA 50311

Note that RSAI did not make the decision to take the adverse action and is unable to provide specific reasons for the adverse action. However, if you wish to dispute the accuracy and completeness of your consumer report, in accordance with section 611 [§ 1681i], you have the right to contact RSAI to initiate this process.

In addition, if you wish to obtain a free copy of your consumer report, under section 612 [§ 1681j] of the FCRA, you have the right, within 60 days of this communication, to contact RSAI and make this request.

Sincerely,

<Company Representative Name>

<Title>

Enclosure

A Summary of Your Rights Under the Fair Credit Reporting Act