



Employers Reference Source, Inc.

SAMPLE PRE-ADVERSE ACTION LETTER

As the employer or user of consumer reports, it is your responsibility to ensure compliance with all of the relevant federal, state and local laws governing this area. We strongly recommend that prior to use, you consult with an attorney.

PRE-ADVERSE ACTION NOTIFICATION

Date: _____

Dear Applicant:

A decision is currently pending concerning your application for employment at _____ . We are forwarding a copy of the consumer report that you authorized in regard to your application for employment, together with a “Summary of Rights Under the Fair Credit Reporting Act.” The contents of the enclosed report are currently under review in consideration of your employment.

If this report contains any information that is inaccurate or incomplete, you should contact our office immediately so that the corrected information can be reviewed prior to an employment decision being made.

Sincerely,
Human Resource Manager

Enclosures:
Summary of Consumer Rights
Copy of Consumer Report