



SAMPLE- FINAL NOTICE OF ADVERSE ACTION

Dear (Applicant/Employee),

This letter is to inform you that (an offer of employment will not be made to you at this time/you will not be offered a promotion at this time/your employment is being terminated effective the date of this letter). This decision was based on information whole or in part on information contained in a consumer report you authorized us to obtain.

You were previously provided with a copy of the consumer report as well as “A Summary of Your Rights Under the Fair Credit Reporting Act” and were given (typically 3 to 5) days to respond and dispute the information contained in that report which you have failed to do.

The consumer report was made only for employment purposes and was prepared for us by a consumer reporting agency. Although the consumer reporting agency did not make the employment decision, you may contact them at the address listed below if you wish to dispute any information contained in the report or request an additional copy of your report within 60 days of this letter.

Simple Screening, Inc.
PO Box 9193
Greenville, Sc 29604-9193
864/862-1515

Sincerely,

(Company Representative, Name and Title)