

Adverse Letter

Place on Your Company Letterhead

This letter should be used when taking adverse action candidates

CONFIDENTIAL -- TO BE OPENED BY ADDRESSEE ONLY

Today's Date

(Insert Your Company Name)

Address

Address

Dear Candidate:

Based on information contained in a recently obtained consumer report on you, (Insert Your Company Name) has elected not to extend you an offer of employment or continue your employment. The information in the report that was previously sent to you was obtained from:

HRchex
1320 Greenway Dr. #460
Irving, TX 75038

HRchex did not make the decision not to hire you, and is unable to provide you with specific reasons why you were not hired.

Please note that you have already received a copy of your report, a Summary of Your Rights under the Fair Credit Reporting Act and had the opportunity to dispute the accuracy or completeness of any information contained in the report with HRchex before the adverse action was taken.

Thank you for considering employment with (Insert Your Company Name).

Sincerely,

(Insert Your Company Name)