

**Sample of Pre-Adverse Action letter to be sent to applicant if you deny employment based in whole or in part on any information in Compliance Background Screening's (CBSS) report.**

COMPANY LETTERHEAD

\_\_\_Date\_\_\_

\_\_\_Name\_\_\_

\_\_\_Address\_\_\_

\_\_\_City, State, Zip\_\_\_

Dear \_\_\_\_\_:

As you authorized in your employment application, \_\_\_\_\_(company name) \_\_\_\_\_ has recently completed a pre-employment background check as part of our employee selection process. The purpose of this letter is to inform you that there is information in the report we received which, if accurate, would prevent us from offering you employment at this time. A copy of the report is enclosed.

If, after reviewing the report, (1) you believe that information contained in it is inaccurate and/or (2) you want to know what information in the reports falls outside of our company guidelines, we ask that you contact us directly within five days. Otherwise we will assume that you no longer wish to pursue employment with us.

This report was furnished to us by Compliance Background Screening Services (CBSS); 337-376-5242 or 888-959-5242. Please understand that while CBSS provided the report, they did not make this decision, and they are unable to provide you the specific reasons why \_\_\_\_\_(company name) \_\_\_\_\_ made this decision.

Enclosed along with the report is a description of your rights under the federal Fair Credit Reporting Act. Under the law, you have the right to dispute, directly with Compliance Background Screening Services (CBSS), any information in this report. They will reinvestigate the disputed information free of charge and either record the current status of the disputed information or delete the item(s) within 30 days of receiving your dispute. They will provide notification of the dispute to any person who provided the information you dispute within five business days of receiving your notice of dispute. The enclosed Summary of Rights provides additional information about your rights.

You have the right to obtain an additional free copy of the enclosed report if you request it from Compliance Background Screening Services (CBSS) within 60 days of when you receive this notice from employer.

Sincerely yours,

\_\_\_(company representative)\_\_\_

Enclosures: Background Report, Summary of Rights