

[IMPORTANT: The information and materials contained herein should not be considered or relied upon as legal advice on specific factual situations. Users are urged to consult legal counsel concerning particular situations and specific legal questions.]

NOTICE TO APPLICANT OF DECISION NOT TO HIRE

[Date]

Dear [applicant name]:

Thank you for the information regarding the items in your background check that you believe to be inaccurate. The Company has carefully considered the information you provided. Based on the information contained in your background check and the additional information you have provided, the Company has decided not to extend an offer of employment to you at this time.

[Name, address and telephone number of agency] prepared your background check report for the Company. You should be aware that [name of agency] is not involved in the Company's decision-making regarding your employment and cannot provide you with any explanation regarding the Company's hiring processes. Under the federal Fair Credit Reporting Act, you have the right to obtain a free copy of your consumer file from [name of agency] if you request a copy of it within sixty (60) days. You also have the right to dispute directly with [name of agency] the accuracy and completeness of any information provided by [name of agency].

We appreciate your interest in the Company and wish you the best of luck in your future endeavors.

Sincerely,
