

[Company Name]  
[Address]  
[City, State, Zip Code]  
[Date]

To: All Employees and Job Applicants

Subject: Notice of Update to Fair Credit Reporting Act (FCRA) Compliance Policy

Dear Individual,

This letter serves as formal notification that [Company Name] has updated its policies regarding the use of consumer reports and background checks in compliance with the Fair Credit Reporting Act (FCRA).

The primary updates to our policy include:

- Revised disclosure and authorization procedures for background screenings.
- Updated timelines for "Pre-Adverse Action" and "Adverse Action" notifications.
- Enhanced data security protocols for the handling of sensitive consumer information.
- Alignment with the most recent Summary of Your Rights under the FCRA as provided by the Consumer Financial Protection Bureau (CFPB).

These changes are effective as of [Effective Date]. These updates are designed to ensure the continued protection of your privacy and to maintain transparency throughout our hiring and employment processes.

You may access the full version of the updated policy via the [Company Employee Portal/HR Department]. If you have any questions regarding these updates or how your information is handled, please contact the Human Resources Department at [Phone Number] or [Email Address].

Sincerely,

[Name]  
[Title]  
[Company Name]