

[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Dear [Applicant Name],

Thank you for your interest in employment with [Company Name]. We appreciate the time you took to apply for the position of [Job Title].

We are writing to inform you that we are unable to move forward with your application at this time. This decision was based, in part, on information contained in a consumer report obtained from the following consumer reporting agency:

[Agency Name]
[Agency Address]
[Agency Phone Number]

Specifically, our review of your employment history indicated a pattern of seasonal employment instability that does not align with our current requirements for year-round operational consistency.

Please be advised of the following:

- The consumer reporting agency did not make the decision to take this adverse action and is unable to provide the specific reasons why the decision was made.
- You have the right to obtain a free copy of your consumer report from the agency listed above, provided you request it within 60 days of receiving this notice.
- You have the right to dispute the accuracy or completeness of any information in the report directly with the consumer reporting agency.

Enclosed with this letter, please find a copy of your consumer report and a copy of your rights under the Fair Credit Reporting Act (FCRA).

Sincerely,

[Your Name/Hiring Manager]
[Company Name]