

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notice of Adverse Action Regarding Your Application for Employment

Dear [Candidate Name],

We are writing to inform you that [Company Name] is unable to proceed with your application for the position of [Job Title] at this time. This decision has been made due to our inability to successfully complete the verification of your prior employment history as required by our hiring policy.

Specifically, the following information could not be verified:

- [List specific missing info, e.g., Dates of employment at Company X]
- [List specific missing info, e.g., Job title at Company Y]

This decision was based in whole or in part on information contained in a background check report prepared by the following consumer reporting agency:

[Background Check Company Name]

[Address]

[Phone Number]

[Website]

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 report from the agency listed above if 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 by contacting the consumer reporting agency directly.

Enclosed with this letter, you will find a copy of your background check report and a summary of your rights under the Fair Credit Reporting Act (FCRA).

Sincerely,

[Your Name/HR Department]

[Company Name]

Enclosures: Background Check Report, Summary of Your Rights Under the FCRA