

[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] has decided not to move forward with your application for the position of [Job Title]. This decision is final.

This decision was reached, in whole or in part, based on information obtained during the background check and employment verification process. Specifically, we identified significant discrepancies or misrepresentations regarding your employment history that do not align with the information provided in your application materials.

If a consumer reporting agency was used to obtain this information, you have the following rights under the Fair Credit Reporting Act (FCRA):

- You have the right to obtain a free copy of your consumer report from the reporting agency 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 directly with the consumer reporting agency.
- 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.

The consumer reporting agency used was:

[Agency Name]

[Agency Address]

[Agency Phone Number]

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]