

This sample (notice or letter) is provided strictly for educational purposes and should not be construed as legal advice or counsel. Employers using consumer reports for employment screening purposes should consult with their own legal counsel about their responsibilities under the Fair Credit Reporting Act (15 U.S.C. § 1681) and other applicable laws and regulations, including about this (notice or letter).

[Date]

[Subject First Name] [Subject Last Name]
[Address 1]
[Address 2]
[City] [State] [Zip Code]

Re: Notification of Potential Adverse Employment Action

Dear [First Name] [Last Name]:

[Company Name] requested that KnowMyHire.com prepare a consumer report on you to determine your eligibility for employment. This letter is to advise you adverse action may be taken regarding your employment, based in whole or in part, on the information contained in a consumer report or investigative consumer report for employment purposes. Adverse action may include, but is not limited to, denial of or termination from employment.

Enclosed, you will find a copy of the report provided to [Company Name] and a summary of your rights under the Fair Credit Reporting Act.

You have the right to contact KnowMyHire.com to dispute the accuracy or completeness of any information contained in the report within 10 calendar days from the date of this letter. Please note that KnowMyHire.com did not make the decision to consider this adverse action and is unable to provide you with the specific reasons why the adverse action is being considered. If after you have reviewed the report, you feel that the information contained within the report is inaccurate, incomplete or not up-to-date, please notify us immediately. You may still be eligible for employment.

You also have the right to inspect the file and specific information maintained on you by KnowMyHire.com. If you wish to do so, you may contact KnowMyHire.com at:

KnowMyHire.com
28577 Hwy. 5
Woodstock, AL 35188
Phone: (877) 893-5669

Sincerely,

[User First Name] [User Last Name]
[Company Name]

Enclosures:

A Copy of Your Consumer Report
A Summary of Your Rights Under the Fair Credit Reporting Act