

Sample Pre-Employment Pre-Adverse Action Letter

[Date]

[Applicant Name]

[Applicant Street Address]

[Applicant Address City, State, Zip]

Dear [Applicant Name]:

You recently applied for a position at [Client Name]. Part of the application process includes authorization for a background verification to be done by a consumer reporting agency.

This communication is to notify you that a decision is currently pending concerning your application for employment with [Client Name]. [Client Name] is considering making an adverse employment decision based on our hiring criteria, including information received in your background profile report from Orange Tree Employment Screening.

A copy of your report is enclosed, as well as a copy of your rights under the Fair Credit Reporting Act.

If there is any information that is inaccurate or incomplete, you should contact Orange Tree Employment Screening as soon as possible so an employment decision may be completed. This should be done in writing. Forms to help expedite this process can be found at <http://www.orangetreescreening.com/otes-reinvestigation.pdf>. If you do not have internet access they can be reached at:

Orange Tree Employment Screening
Attn: Applicant Assistance Team
7275 Ohms Lane
Minneapolis, MN 55439
Phone: 1-800-886-4777
Fax: 1-800-886-0774

Sincerely,

[Client Name]

Sample Pre-Employment Final Adverse Action Letter

[Date]

[Applicant Name]

[Applicant Street Address]

[Applicant Address City, State, Zip]

Dear [Applicant Name]:

This letter is to notify you that [Client Name] is unable to consider you further for an employment opportunity with our organization. This decision was made in part based on our hiring criteria, which includes information received in a consumer report from an employment screening firm, Orange Tree Employment Screening.

Orange Tree Employment Screening did not make the adverse decision and cannot provide you with the reasons for the decision.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of this information and a copy of your rights under this act. You may obtain an additional free copy of this consumer report provided by the Consumer Reporting Agency upon request. You have the right to dispute the accuracy or completeness of any information provided by the Consumer Reporting Agency, forms to expedite this process can be found at <http://www.orangetreescreening.com/otes-reinvestigation.pdf>. Written requests for an additional copy of your report must be made to:

Orange Tree Employment Screening

Attn: Applicant Assistance Team

7275 Ohms Lane

Minneapolis, MN 55439

Phone: 1-800-886-4777

Fax: 1-800-886-0774

Sincerely,

[Client Name]