

Adverse Action Notification

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We regret to inform you that after careful consideration, we have decided to take adverse action regarding your application for the position of [Job Title] with [Company Name]. This decision is based on findings from your background check.

The specific reasons for this decision include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

You have the right to request a copy of the report that was used in making this decision. If you would like to see the report or if you have any questions, please contact [Contact Information].

Thank you for your interest in [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]