

Adverse Action Response Letter

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We regret to inform you that after reviewing the results of your employment screening, we have made a decision not to move forward with your application for the position of [Position Title] at [Company Name].

The decision was based on the following information obtained during the screening process:

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

As required by the Fair Credit Reporting Act (FCRA), you have the right to request a copy of the report from the screening agency that provided the information. You also have the right to dispute the accuracy or completeness of the information contained in the report.

If you believe this decision was made in error or if you wish to discuss it further, please feel free to contact us at [Contact Information].

Thank you for your interest in joining [Company Name]. We wish you the best in your job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]