

**Pre-Adverse Action Notification  
Sample**

Date: \_\_\_\_\_

Dear Applicant/Employee:

A decision is pending concerning your employment status with \_\_\_\_\_ . We are providing a copy of the consumer report that you authorized in regard to your employment, together with a "Summary of Rights Under the Fair Credit Reporting Act." The contents of the enclosed report are currently under review by our Company.

If this report contains any information that is inaccurate or incomplete, you should contact this office immediately so that the corrected information can be reviewed prior to our making any employment decision.

Sincerely,

*Notice: Compliance with relevant federal, state and local laws and regulations is the responsibility of the employer using consumer reports. We recommend you consult legal counsel to ensure full legal compliance.*