

Sample Adverse Action Notice

Date

Name

Address

City, State, & Zip

Dear Applicant:

Pursuant to your authorization in your employment application process, a background investigation was completed as part of the selection process. The purpose of this letter is to inform you that there is information in the report which, if accurate, would prevent an offer of employment at this time.

If, after reviewing the report, (1) you believe that the information contained in it is inaccurate and/or (2) you want to know what information in the report falls outside our company guidelines, we ask that you contact us directly within five days. Otherwise we will assume that you no longer wish to pursue this employment opportunity with (Company Name).

The background record check related to your application was conducted by Inquirehire. If you have any questions regarding the check, you should contact an Inquirehire representative. The address and phone is:

Inquirehire
320 LeClaire Street, Davenport, IA 52801
(563) 323-5922 or 800-494-5922

Inquirehire did not make the decision to deny you employment and is unable to provide specific reasons why you were not employed.

Under the law, you have the right to dispute directly with Inquirehire any information in this report. They will reinvestigate the disputed information free of charge and either record the current status of the disputed information or delete the item(s) within 30 days of receiving your dispute. If the information is found to be inaccurate or incomplete or cannot be verified, they will promptly delete that item or modify it. They will provide notification of the dispute to any person who provided the information you disputed within five business days of receiving your notice of dispute. You have the right to obtain an additional free copy of the report if you request it from Inquirehire within 60 days of when you receive this notice.

On behalf of (COMPANY NAME),

Important Notification: Inquirehire cannot provide legal advice. The information contained herein is for awareness and should not be considered as legal advice. Inquirehire recommends that you consult with legal counsel in regard to wording of this document and your specific screening program, policies and procedures to ensure legal compliance.

