

SAMPLE ADVERSE ACTION LETTER

Date

Reference Number:

Applicant:

Address:

City, State, Zip:

Employer:

Address:

City, State, Zip:

HR Personnel:

SAMPLE LETTER

Dear _____:

We regret to inform you that _____(Employer) will be

- () Unable to offer you employment
- () Terminating your employment
- () Has decided not to offer you a promotion

This decision was based in whole or in part on information contained in a report furnished by;

Softech International, Inc.

PO Box 164922

Miami, FL 33116-4922

1.888.318.7979

A copy of which was previously given to you. The agency did not make this employment decision and is unable to supply you with specific reasons why the decision was made. Under Section 612 of the Fair Credit Reporting Act, you have the right to obtain a free copy of the report if you submit a written request to the agency identified above no later than 60 days after you receive this notice. Under Section 611 of that Act, you also have the right to dispute with the consumer-reporting agency the accuracy or completeness of any information in the report.