



**PRE-ADVERSE ACTION LETTER**

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

Dear: \_\_\_\_\_ (Applicant/Employee Name)

This notification is being provided to advise you of our intent to take adverse employment action, e.g., not hire, terminate, etc., against you, based in whole or in part, upon information contained in a consumer report provided to us by HREmploymentScreening.com by Screening Intelligence LLC. (a copy of that report is attached for your reference along with a copy of your rights under the Fair Credit Reporting Act).

If you believe that this report is incomplete or inaccurate, or wish to explain and/or provide mitigating information relating to the reported matter and/or evidence of rehabilitation, please advise me immediately. You may contact HREmploymentScreening.com by Screening Intelligence LLC at (877) 977-4747 or [disputes@ScreeningIntel.com](mailto:disputes@ScreeningIntel.com), and advise them that you dispute the report if you, in fact, dispute its contents. They will begin an investigation of your dispute. To ensure accurate communication, have the report in hand when you call them. If you send an email, please provide your name, contact phone number, order number, and our company name. We will delay taking adverse action for \_\_\_\_ business days from the date of this letter. At the conclusion of that period we will take the contemplated adverse action. However, that does not affect your rights to dispute the contents of the report with HREmploymentScreening.com by Screening Intelligence LLC at any time. It is our policy to individually assess each applicant, and your input regarding the explanation of, or provide mitigating information regarding a criminal record or other adverse information is welcomed. Contact us so we can properly evaluate your situation and determine whether or not to take the contemplated adverse action.

If you have any questions, please contact our office

Very Truly Yours,

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_



**ADVERSE ACTION LETTER**

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

Dear: \_\_\_\_\_ (Applicant/Employee Name)

On \_\_\_\_\_, 20\_\_\_\_, we sent you a notice of our intent to take adverse action against you based, in whole or in part, on information furnished in a consumer report by HREmploymentScreening.com by Screening Intelligence LLC. We have now taken that adverse action. **(client may wish to describe the actual adverse action taken here, i.e., refusal to hire, promote, terminate etc.)**

You may contact HREmploymentScreening.com by Screening Intelligence LLC to dispute the contents of this report. HREmploymentScreening.com by Screening Intelligence LLC is located at: 75 Arlington Street, Suite 500, Boston, MA 02116. Their telephone number for consumers is: (877) 977-4747 and their disputes department email is: [disputes@ScreeningIntel.com](mailto:disputes@ScreeningIntel.com). HREmploymentScreening.com by Screening Intelligence LLC cannot tell you why the adverse action was made. Although you have been provided a copy of your report, you are still entitled to another free copy of your report within 60 days of the receipt of this notice upon which we based our decision. You also have the right to contact the agency which furnished the report and dispute the accuracy or completeness of the report and the agency will investigate your dispute.

We had previously provided to you a copy of the report in question along with a copy of your rights under the Fair Credit Reporting Act, the federal law that governs this report. If you have lost either or both of these, please contact our office and we will provide a free replacement copy.

Very Truly Yours,

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_