**Please note: This document is provided solely as a sample. Sample documents should NOT be construed as legal advice, guidance or counsel. Parties should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. AccuSourceHR, Inc. expressly disclaims any warranties, responsibility, or damages associated with or arising out of information provided.**

**ADVERSE ACTION NOTICE**

*July 24, 2023*

*[Applicant’s Name] [Address]*

Dear *[Applicant Name]*,

Thank you for your application for employment with our company. However, we are unable to consider you further for employment at this time due, in whole or in part, to information contained in the consumer report previously provided to you. The final adverse action was based on criminal history contained in the consumer report.

In accordance with federal law, you have previously received a copy of your report and a summary of your rights under the Fair Credit Reporting Act. You have the right to dispute the accuracy or completeness of any information the consumer reporting agency provided by contacting the consumer reporting agency directly. You may also request an additional report, free of charge, from the consumer reporting agency if requested within 60 days of receiving this notice. The consumer reporting agency that provided the report is:

AccuSourceHR, Inc.

11811 N. Tatum Blvd. Suite 3090

Phoenix, AZ 85028

Phone: 951-734-8882 or 888-649-6272

Fax: 951-734-0884 or 888-649-6244

AccuSourceHR, Inc. did not participate in the decision to take adverse action and it cannot give specific reasons for the decision.

Thank you for your interest in employment with our company. Sincerely,

*[Company Name] [Address]*

*[Phone Number]*