

Sample California Adverse Action Notification Letter

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ADVERSE ACTION NOTICE

[Date Letter Generated]

[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.

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:

AccuSource, Inc.
30650 Rancho California Road, Suite D406-215
Temecula, CA 92591
Phone: 951-734-8882 or 888-649-6272 Fax:
951-734-0884 or 888-649-6244

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

You may challenge the decision or request reconsideration by our company by [INSERT ANY EXISTING PROCEDURE THE EMPLOYER HAS TO DO SO]

You have the right to file a complaint with the California Department of Fair Employment and Housing.

Thank you for your interest in employment with our company.

Sincerely,

[Company Name]

[Address]

[Phone Number]