

ADVERSE ACTION LETTER*

Date

Employee Name

Address

Address

Dear Applicant:

In reference to your application for employment, this company regrets to inform you that we are unable to further consider you for employment at this time. Our decision, in part, is the result of information obtained through the Consumer Reporting Agency identified below.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of this information and a copy of your rights under the Act. You have the right to obtain, within 60 days of receipt of this letter, a free copy of your consumer report from the Consumer Reporting Agency as identified below, which complies and maintains files on consumers on a nationwide basis.

You have the right to dispute any information contained in the report that you believe may be inaccurate or incomplete by contacting Hirease or, if the report is a credit report, by contacting the credit bureau that furnished the report.

The report was furnished to us by:

Hirease, Inc.
Attn: Applicant Screening
P O Box 2559
Southern Pines NC 28388
(866) 693-1764

For credit reports, contact the bureau that supplied the report as listed on the consumer report:
Equifax: (800) 685-1111
Experian: (888) 397-3742
TransUnion: (800) 916-8800

Please understand that while Hirease, Inc. provided the report, they did not make this employment decision, and they are unable to provide you the specific reasons as to why this company made this decision.

Sincerely,

** Hirease, Inc. suggests that prior to use, you consult with an employment attorney. This is just a sample letter. As the employer/user of consumer reports it is your responsibility to ensure compliance with all of the federal, state and local laws governing this area.*