PRE-ADVERSE ACTION NOTICE

Client Logo

(if Client inserts here)

Date

Dear **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:

You recently authorized [End User] (“Company”)to obtain consumer reports and/or investigative consumer reports (“background check report”) about you from a consumer reporting agency. The Company is considering taking adverse action based on information in your background check report, meaning the company may not engage or continue to engage you as an employee or independent contractor.

Please find the following, enclosed or through the link below:

[URL]

1. Consumer Report
2. A Summary of Your Rights Under the Fair Credit Reporting Act
3. California Notice of Rights by an Investigative Consumer Reporting Agency

The background check report was obtained from ***Accurate Background, LLC*** (“*Accurate*”), located at **200 Spectrum Center Dr. Suite 1100, Irvine, CA 92618**, (800)-216-8024, ([www.accurate.com](http://www.accurate.com)). If you wish to dispute the accuracy of the information in the report, please contact Accurate directly.

You have the right to respond to this notice. If you believe there is additional information that may help us better evaluate your fitness for this position, including evidence challenging the accuracy of the conviction history information, evidence of rehabilitation or mitigating circumstances, or other supporting evidence or documents, please contact {END USER} immediately. We will evaluate any information you provide and the information in your report in accordance with applicable law.

**Deadline to Respond**: If we do not hear from you within [**AdverseLength] business days** from the date of this notice, we will make our hiring determination based on the information currently available to us.

In the event an adverse employment decision is made following the Company’s evaluation and assessment, [End User] will provide you notice of such action.

Sincerely,

[End User]