

**SAMPLE**

**Notice of Adverse Action**

<Month, dd, year>

Dear, <Applicant's Name>

This letter is to notify you that we have elected to reject your application for employment with our company.

Our decision to reject your application was influenced by information provided in a consumer report created, at our request, by CICS Employment Services, PO Box 57, Myrtle Point, OR 97458. Phone number 1-800-660-0507.

CICS Employment Services did not make the adverse decision and cannot provide the reasons for that decision.

You are entitled to obtain a complimentary copy of this report within 60 days. Upon review you have the right to dispute the accuracy of the information contained in the consumer report with CICS Employment Services.

<Your Company's Signature>

*Enclosures: Report, Summary of Your Rights Under the Fair Credit Reporting Act.*