

Final Adverse Action Notice

Model letter for use after the reasonable waiting period, if the employer proceeds with adverse action — FCRA §1681m(a).

[Date]

[Applicant Name]

[Applicant Address]

Dear [Applicant Name]:

After further review of your application and the consumer report we previously provided to you, {Employer Name} has made a final decision not to move forward with your candidacy. This decision was based, in whole or in part, on information contained in the consumer report obtained from **SafestHires**.

Consumer reporting agency information:

SafestHires
Broomfield, CO
admin@safesthires.com

SafestHires did not make the decision to take this adverse action and cannot provide the specific reasons for the decision. You have the right to obtain, within sixty (60) days of receiving this notice, a free copy of the consumer report from SafestHires. You also have the right to dispute directly with SafestHires the accuracy or completeness of any information contained in the report.

Additionally, you may have rights under state law. Please review the enclosed *A Summary of Your Rights Under the Fair Credit Reporting Act* and any applicable state summary of rights.

Sincerely,

[Hiring Manager Name]

[Title]

{Employer Name}

SafestHires · Broomfield, CO · admin@safesthires.com

This template is provided for informational purposes and does not constitute legal advice. Review with counsel and adjust for your jurisdictions before deployment.