

NOTICE OF ADVERSE ACTION

Date letter generated

Applicant name

Applicant address

Dear Applicant name

In connection with your application for employment with \_\_\_\_\_(Company Name), you authorized the \_\_\_\_\_(Company) to perform a background check, by using the outside agency, Orca Information Inc. You may contact Orca at P.O. Box 277, Anacortes, WA 98221, 800-341-0022 The Company notified you by letter approximately 5 days ago of its preliminary decision to eliminate you from further consideration for employment based wholly or partially on the information contained in the report(s) and gave you 5 days to review the report and provide corrected or complete information.

This letter serves as notification that we have decided not to employ you based wholly or partially on information contained in the reports(s).

We have enclosed a copy of the report(s), together with "A Summary of Your Rights Under the Fair Credit Reporting Act" as required by federal law.

Best Regards,

Client name