

Sample of Pre-Adverse Action letter to be sent to applicant if you deny employment based in whole or in part on any information in a Facet Group report.

COMPANY LETTERHEAD

___Date___

___Name___

___Address___

___City, State, Zip___

Dear _____:

As you authorized in your employment application, _____(company name) _____ has recently completed a pre-employment background check as part of our employee selection process. The purpose of this letter is to inform you that there is information in the report we received which, if accurate, would prevent us from offering you employment at this time. A copy of the report is enclosed.

If, after reviewing the report, (1) you believe that information contained in it is inaccurate and/or (2) you want to know what information in the reports falls outside of our company guidelines, we ask that you contact us directly within five days. Otherwise we will assume that you no longer wish to pursue employment with us.

This report was furnished to us by The Facet Group, 200 South Audubon Boulevard, Lafayette, Louisiana 70503; 337-233-8973 or 888-868-8973. Please understand that while The Facet Group provided the report, they did not make this decision, and they are unable to provide you the specific reasons why _____ (company name) _____ made this decision.

Enclosed along with the report is a description of your rights under the federal Fair Credit Reporting Act. Under the law, you have the right to dispute, directly with The Facet Group, any information in this report. They will reinvestigate the disputed information free of charge and either record the current status of the disputed information or delete the item(s) within 30 days of receiving your dispute. They will provide notification of the dispute to any person who provided the information you dispute within five business days of receiving your notice of dispute. The enclosed Summary of Rights provides additional information about your rights.

You have the right to obtain an additional free copy of the enclosed report if you request it from The Facet Group within 60 days of when you receive this notice.

Sincerely yours,

___ (company representative) ___

Enclosures: Background Report, Summary of Rights