

PRE-ADVERSE ACTION NOTIFICATION

01/01/15

John Smith
101 ABC Lane
Atlanta, GA 30033

Dear John Smith,

This letter is to inform you that your employment with Your Company is in part contingent upon our background screening criteria; we will not be able to consider you further for an employment opportunity with our organization if your background is not acceptable. This decision will be made in part from the information we received from our employment-screening vendor.

Company policy is to give an applicant 5 business days to review the information contained in the report and respond.

In accordance with the Fair Credit Reporting Act, you will be given a copy of the information and a copy of your rights under the Act. You also have the right to obtain an additional free copy of the report within 60 days of your receipt of this letter by contacting the supplier at the addresses and telephone numbers below. Please refer to these documents if you have further questions. You have the right to dispute the accuracy or completeness of the information contained in the report(s) by contacting or if the report is a credit report, by contacting the credit bureau that furnished the report.

For information on credit and non-credit reports, contact:

MBI Worldwide, Consumer Rights Division
101 North Park Ave, Suite 200
Herrin, IL 62948
Toll-Free: (866) 275-4624 / Fax: (888)896-5735
Email: info@mbiworldwide.com

Any dispute regarding the information on your report must be resolved with the agencies above.

Thank you for your interest in employment with our organization.

Best Regards,

Your Company, HR Team Member