

Sample Pre-Adverse Action Letter - Employment
(This letter should be provided prior to taking adverse action.)
(DOT positions: Required only when applicant has applied in person.)

Date

Dear _____:

In evaluating your (application for employment) (continued employment) with us, we received the enclosed consumer report from The Peeler Group. This notification is provided because an adverse employment decision may be based, in whole or part, on this report.

You have the right to dispute the accuracy or completeness of any information in the report by contacting The Peeler Group. You will be asked to provide your full name, mailing address, social security number, the name of our company, and a photocopy of your driver's license and social security card for identification purposes. You may contact The Peeler Group at the following address or phone number:

The Peeler Group
Employer's Source Services
P. O. Box 688
Fonda, NY 12068
Phone (888) 842-8274

Please refer to the enclosed Summary of Your Rights under the Fair Credit Reporting Act for additional information.

Thank you for your interest in our company.

Sincerely,

Enclosures