

Post-Adverse Action Letter

CURRENT DATE

APPLICANT FULL NAME
APPLICANT STREET ADDRESS
APPLICANT CITY STATE ZIP

Dear Applicant,

In connection with your application for employment or promotion with COMPANY NAME, you authorized COMPANY NAME to perform a background check, either with internal resources or by using an outside agency. The Company notified you by letter dated DATE OF LETTER of its preliminary decision to eliminate you from further consideration for employment or promotion based wholly or partially on the information contained in the report and gave you 5 days to review the report and provide corrected or complete information.

This letter serves as notification that we are unable to further consider you for employment at this time. This decision was influenced in whole or in part by a consumer report obtained through the Consumer Reporting Agency listed below.

DCI Resources, Inc.
1007 Williams Lake Dr.
Richmond, TX 77469
(281) 343-5800

DCI Resources, Inc. did not make the decision to deny you employment or promotion and they are unable to provide specific reasons as to why this decision was made.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of this information and a copy of your rights under the Act. You have the right to obtain the information in your report by contacting DCI Resources, Inc.. This information will be provided for free if you contact DCI Resources, Inc. within sixty (60) days of the date you received this letter. You have the right to dispute the accuracy and completeness of any information in the report.

Thank you for your interest in employment with our organization.

Sincerely,

COMPANY NAME