

[Date]

[Name and address of applicant/employee]

RE: Pre-Adverse Action Notification

Dear [Name of applicant/employee]:

Pursuant to the Fair Credit Reporting Act, 15 U.S.C. Section 1681, et. seq., Columbia State Community College is required to notify you of its intent to take adverse action based in whole or in part on the consumer report it has obtained for employment purposes. Adverse action means that Columbia State Community College intends to deny your application for *[insert appropriate language such as: employment, promotion, reclassification, transfer, or retention as an employee]*.

A copy of the consumer report and a summary of your rights under the Fair Credit Reporting Act are enclosed with this letter. No adverse action will be taken before *[insert the date, five (5) or more days as appropriate, from the date of this notice]*.

If you wish to discuss this matter, please contact:

Randy ELston  
Director of Human Resources  
Columbia State Community College  
1665 Hampshire Pike  
Columbia, TN 38401  
Telephone Number: 931-540-2521  
Fax: 931-540-2829  
E-Mail: [relston@columbiastate.edu](mailto:relston@columbiastate.edu)

Sincerely,

Randy Elston  
Director of Human Resources

Enclosures: Consumer Report  
Summary of Rights