

*[Date]*

*[Name and address of applicant/employee]*

RE: *[Application for employment] [promotion/reclassification/transfer/retention]*

Dear *[Name of applicant/employee]*:

This letter shall serve to notify you that, after careful consideration, *[insert appropriate language such as: we have determined not to offer you employment at this time; or, the offer of employment, made contingent upon receipt of an acceptable background check, has been withdrawn]*. This decision was made, in whole or in part, based on information contained in a consumer report obtained with your written authorization and consent.

The consumer report was compiled and provided by:

*[Name of consumer reporting agency  
address  
telephone number]*

*[Name of consumer reporting agency]* did not make any decision or participate in making any decision concerning your employment, and cannot provide you with reasons for this decision. Nevertheless, you have the right to contact *[name of consumer reporting agency]* to dispute the accuracy or completeness of any information contained in the consumer report.

Although you have already received a copy of the consumer report and a summary of rights, with the pre-adverse action notice, you have the right, upon providing proper identification, to obtain from *[name of consumer reporting agency]* an additional free copy of any consumer report provided to Columbia State Community College in connection with your *[application/employment]*. You must make this request to the consumer reporting agency within sixty (60) days.

Sincerely,

Randy Elston  
Director of Human Resources