

**Sample Letter #1 - Pre-Adverse Action Letter**  
**Send to Final Candidate about negative information revealed on background check**  
**BEFORE a final employment decision is made**

[Date here]

[Applicant Name here]  
[Applicant Address here]

Dear [Applicant Name here]:

As we recently discussed, [insert college/unit name here] obtains a background check report on final candidates in order to assist us in evaluating suitability for employment with the university.

We are enclosing a copy of the background check report we obtained in conjunction with your consideration for employment. At the bottom of this letter, please see the contact information for the company that provided this report to us. We are also enclosing a copy of an information sheet summarizing your rights under the Fair Credit Reporting Act. We will be completing our review of your application soon. Due to the information revealed in your background check, you may be determined to be disqualified from consideration unless supplementary documentation is provided to me to refute this information within five business days from the date of this letter.

If you have questions about this matter or the enclosed report, please contact me at [insert phone number here].

Thank you again for considering employment with The Ohio State University.

Sincerely,

[Your Name here]  
[Your Title here]  
[Your Mailing Address here]

Attached: Copy of background check report  
FTC Notice of Consumer Rights

Name of Background Check Reporting Agency:  
(insert vendor information here if applicable)  
or  
HireRight, Inc.  
5151 California Avenue  
Irvine, CA 92617  
Phone: 800-490-7983  
E-mail: [expresssupport@hireright.com](mailto:expresssupport@hireright.com)

**Sample Letter #2 - Adverse Action Letter**  
**Send to Final Candidate about negative information revealed on background check**  
**AFTER Decision has been made to not hire candidate**

[Date here]

[Applicant Name here]  
[Applicant Address here]

Dear [Applicant Name here]:

This letter is provided to you in compliance with the federal Fair Credit Reporting Act. As part of our employment selection process for the position for which you applied, we require that offers of employment be contingent upon the successful completion of a background check. You previously should have received a copy of your background check report and summary of your rights under the federal Fair Credit Reporting Act.

This is to advise you that our previously extended offer of employment is being revoked. In evaluating your application, the background check reporting agency listed below provided us with the information which, in whole or in part, influenced our employment decision. This background check reporting agency played no part in our decision other than providing the information about you, and the agency will not be able to provide you with specific reasons for our denial.

Under the Fair Credit Reporting Act, you are entitled to disclosure of the information contained in your background check report by contacting the background check reporting agency directly, within sixty (60) days of this letter. You also have the right to dispute the completeness or the accuracy of the report to the background check reporting agency.

Sincerely,

[Your Name here]  
[Your Title here]  
[Your Mailing Address here]

Name of Background Check Reporting Agency:  
(insert vendor here if applicable)

or

HireRight, Inc.

5151 California Avenue

Irvine, CA 92617

Phone: 800-490-7983

E-mail: [expresssupport@hireright.com](mailto:expresssupport@hireright.com)