Adverse action email

Send it only after the pre-adverse action notice has gone out, the response period has passed and you have reviewed anything the candidate sent. If the candidate's response changes your mind, send a clearance instead.

STANDARD FINAL NOTICE

Subject: Final decision on your application for [Job Title]

Dear [Candidate Name],

On [Pre-Adverse Notice Date] we sent you a copy of your consumer report and a summary of your rights, and gave you until [Response Deadline] to respond. [We did not receive a response. / Thank you for the information you sent on [Date]; we reviewed it carefully.]

After review, we have decided to withdraw our conditional offer of employment for the [Job Title] position. This decision was based in whole or in part on information in the consumer report provided by:

[Consumer Reporting Agency]
[CRA Address]
[CRA Phone Number, toll-free if a nationwide agency]
[CRA Website]

[Consumer Reporting Agency] did not make this decision and cannot explain why it was made.

You have the right to:

- Get a free copy of your consumer report from [Consumer Reporting Agency] if you request it within 60 days of receiving this notice.
- Dispute the accuracy or completeness of any information in the report directly with [Consumer Reporting Agency].

A copy of A Summary of Your Rights Under the Fair Credit Reporting Act is attached again for your reference.

We appreciate your interest in [Company].

Sincerely,

[Your Name]
[Title], [Company]
[Email] | [Phone Number]

FAIR CHANCE JURISDICTION (FINAL DECISION)

Subject: Final decision regarding your [Job Title] offer

Dear [Candidate Name],

We have completed our review following the preliminary decision we sent you on [Pre-Adverse Notice Date] regarding your conviction history. [We reviewed the documents you provided on [Date], including [Summary of Documents].]

We have made a final decision to withdraw our conditional offer for the [Job Title] position. [Brief reason consistent with the individualized assessment, if required in your jurisdiction.]

This decision was based in whole or in part on a consumer report from [Consumer Reporting Agency], [CRA Address], [CRA Phone Number]. [Consumer Reporting Agency] did not make this decision and cannot tell you why it was made. You may request a free copy of the report from [Consumer Reporting Agency] within 60 days and dispute any inaccurate or incomplete information with them.

[Required local language, e.g. your right to challenge the decision, any procedure to appeal or request reconsideration, and your right to file a complaint with [Agency Name].]

Sincerely,

[Your Name]
[Title], [Company]

CURRENT EMPLOYEE

Subject: Outcome of your background screening review

Dear [Employee Name],

As we discussed in our notice of [Pre-Adverse Notice Date], we have reviewed the results of the background screening conducted for [Reason, e.g. your transfer to the [New Role] position]. After considering [the information you provided / the report], we have decided [not to approve the transfer / to end your employment effective [Date]].

This decision was based in whole or in part on a consumer report from [Consumer Reporting Agency], [CRA Address], [CRA Phone Number]. [Consumer Reporting Agency] did not make this decision and cannot explain the reasons for it. You may obtain a free copy of the report from them if you ask within 60 days, and you may dispute the accuracy or completeness of the report with them.

[HR Contact Name] will contact you about [next steps, final pay and benefits].

Sincerely,

[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Final decision on your application for [Job Title]
- Adverse action notice: [Job Title] at [Company]
- Update on your conditional offer
- Final decision regarding your [Job Title] offer
- Outcome of your background screening review

SMS / WHATSAPP VERSION

Hi [First Name], this is [Your Name] at [Company]. We've emailed you a final decision about your [Job Title] application, including your rights regarding your background report. Please check your inbox and spam folder for a message from [Sender Address].

Placeholders to replace: [Candidate Name], [Employee Name], [First Name], [Job Title], [Pre-Adverse Notice Date], [Response Deadline], [Date], [Consumer Reporting Agency], [CRA Address], [CRA Phone Number], [CRA Website], [Agency Name], [HR Contact Name], [Sender Address], [Your Name], [Title], [Company], [Email], [Phone Number]