

PRE-ADVERSE ACTION NOTIFICATION

Dear @FirstName:

You recently authorized @COMPANY_NAME@ (the "Company") to obtain consumer reports and/or investigative consumer reports about you from a consumer reporting agency. The Company is considering taking action based, in whole or in part, on the following information in such report(s):

@REASON_FOR_DISQUALIFICATION@

Client to populate Additional Comments with the specific charges and rationale for potential disqualification for Illinois Applicants/Employees. Clients can also provide additional information to applicants as needed in this section. These comments will appear on both the pre and final adverse action notices.

Enclosed please find (1) a copy of the report we obtained from Sterling, Email: dispute.resolution@sterlingcheck.com, www.sterlingcheck.com; (2) A Summary of Your Rights Under the Fair Credit Reporting Act, and (3) any applicable state documents/summary of rights. If you wish to dispute the accuracy of the information in the report directly with the consumer reporting agency (i.e., the source of the information contained in the report), you should contact Sterling at the e-mail identified above.

We will evaluate the information in your report in accordance with applicable law. If you believe that there is additional information that may help us better evaluate your fitness for this position, including evidence of inaccuracy, rehabilitation or mitigating circumstances, please promptly contact the Company by calling or emailing the contact information on this letter.

If we do not hear from you within @DAYS_BETWEEN_PRE_FINAL_AA@, we will make our hiring determination based on the information currently available to us.

California Applicants/Employees Only: If you advise us within the next 5 business days that the criminal record information is inaccurate and that you are obtaining supporting documentation, you will be given an additional 5 business days to provide us with that information.

Los Angeles Applicants/Employees Only: If we receive additional information from you within the next

Please note: Sample documents should NOT be construed as legal advice, guidance, or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state and municipal law. Employers seeking credit reports or alcohol/drug test results may be required by applicable state law to provide separate and additional notices in addition to those included in the sample documents. Employers in New York City and Los Angeles must also provide applicants with the appropriate Fair Chance forms which are not included as part of this service. Sterling Infosystems expressly disclaims any warranties or responsibility for damages associated with or arising out of these sample forms or other information provided.

5 business days, we will reassess your case. You will be notified of our final decision and provided with a copy of our written assessment.

Illinois Applicants/Employees Only: Please be advised that any criminal history item(s) identified above may, in whole or in part, result in action because the records are substantially job related and/or present an unreasonable risk to property, safety or welfare of specific individuals or the general public.

In the event that an adverse employment action is taken based upon information contained in the pre-employment background screen, the Company will provide you notice of such action.

Sincerely,

@sign

Enclosures:

A Summary of Your Rights Under the FCRA
Consumer Report

As applicable, the below documents may be included:

A Summary of Your Rights Under California Law

A Summary of Your Rights Under Massachusetts Law

Article 23-A of the New York Correction Law

A Summary of Your Rights Under New Jersey Law

A Summary of Your Rights Under Washington Law

A Summary of Your Rights Under Wisconsin Law

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