Adverse Action Notice

Date

Notice Reference Number

To

From

Subject Adverse Action Notice

Dear ,

This letter serves as formal notice that the Company has decided to take an adverse action concerning your after completing its review process.

The adverse action is as follows:

Effective Date:

The Company made this decision after considering information obtained during its evaluation process, including information contained in . The decision was based on the Company's legitimate business requirements and established evaluation criteria.

This notice is provided to inform you of the decision and, where applicable, to explain your rights regarding the information considered during the review process.

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Summary of Information Considered

The following information contributed to the Company's decision:

Information Source	Description

The Company encourages you to review this information carefully.

Right to Review and Respond

If you believe that any information considered during the evaluation process is inaccurate, incomplete, or does not relate to you, you may notify the Company in writing and provide any supporting documentation that you believe should be considered.

Any response should be submitted to:

Contact Person:

Title:

Email:

Mailing Address:

If the Company receives additional information that materially affects its decision, the Company may review the matter again in accordance with its internal procedures.

Information About Third-Party Reports (If Applicable)

If the decision was based in whole or in part on information supplied by an independent reporting agency or similar third-party service, that organization did not make this employment decision and cannot explain why the decision was made.

Third-Party Information Provider:

Organization:

Address:

Telephone:

Website:

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You may contact the organization identified above to request a copy of any report it provided, if available, or to dispute the accuracy or completeness of the information maintained by that organization.

Company Contact

If you have questions regarding this notice or the Company's decision-making process, you may contact:

Company Representative:

Title:

Email:

Phone:

Please note that while the Company will consider any additional information you provide, submission of additional information does not guarantee that the decision will be changed.

Thank you for your time and interest in the Company.

Sincerely,

Company

Name

Date

Signature

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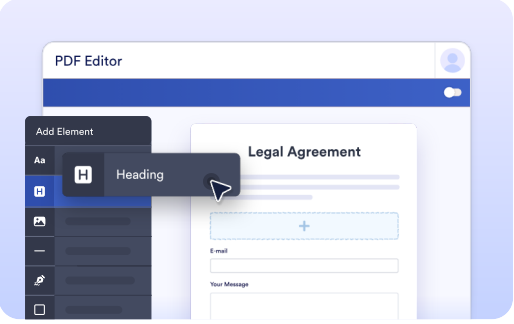
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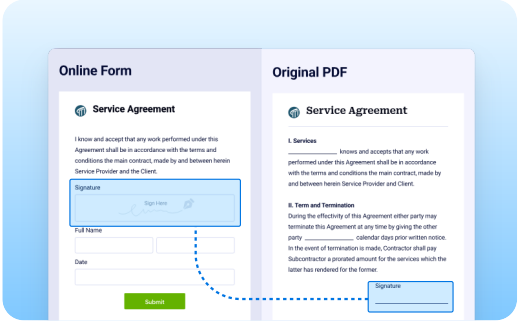
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