

Sample Adverse Action Notice for Caregiver Hiring

Subject: Adverse Action Notice Regarding Your Caregiver Application

Date: [Insert Date]

Applicant Name: [Caregiver's Full Name]

Applicant Address: [Street Address, City, State, ZIP Code]

Dear [Applicant Name],

Thank you for your interest in the caregiver position with [Your Name or Agency Name]. We appreciate the time and effort you invested in the application process.

After careful consideration, we regret to inform you that we are unable to offer you employment at this time. This decision was based, in whole or in part, on information contained in a background report obtained from the consumer reporting agency listed below:

Consumer Reporting Agency:

[Company Name]

[Street Address]

[City, State, ZIP Code]

[Phone Number]

[Website, if available]

Please note that the consumer reporting agency did **not** make this hiring decision and cannot provide you with the specific reasons for our determination.

Your Rights Under the Fair Credit Reporting Act

Under the **Fair Credit Reporting Act (FCRA)**, you have the following rights:

1. Right to Dispute:

If you believe that any information in your background report is inaccurate or incomplete, you have the right to dispute the information directly with the consumer reporting agency listed above.

2. Right to a Free Copy of Your Report:

You are entitled to request an additional free copy of your background report from the consumer reporting agency within **60 days** of receiving this notice.

If you have any questions regarding this notice, please feel free to contact us at the information provided below.

Thank you again for your interest in working with [Your Name or Agency Name]. We wish you the very best in your future endeavors.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Organization or Agency Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]