

**CALIFORNIA**  
**PRE-ADVERSE ACTION NOTICE (TEMPLATE)**

Dear \_\_\_\_\_,

This Notice is being provided to advise you of our intent to take adverse employment action, e.g., not hire, promote, terminate, etc., against you. This intent is based upon criminal record information provided to us by: \_\_\_\_\_ .  
Their contact information is: \_\_\_\_\_ A copy of that report is provided with this notice.

In addition, we have conducted an individual assessment of context of the criminal record and rehabilitation based upon information which you were requested to provide to us. The Adverse Action decision has not been finalized. If you believe that the report of the criminal record was inaccurate or incomplete, and you have not already disputed the report, or have a new dispute in response to our Request for Information, you may still dispute the report. If you dispute the report, please contact \_\_\_\_\_ at \_\_\_\_\_ .

They will advise us of the dispute, and we will further delay any decision for an additional 5 business days beyond the times listed below. Adverse Action will be delayed based on delivery of this Notice to you noted below:

Email: 7 business days from the date of the email.

USPS: 10 business days of date mailed if mailed to or from within California.

USPS: 15 business days of date mailed if mailed to or from out of State.

You still may provide any explanation, mitigating information, as well as rehabilitation if you have not done so, or provide additional information that you desire us to consider within the time frames listed above.

Enclosed is a copy of your rights under the Fair Credit Reporting Act, 15 U.S.C. §1681 et.

Very truly yours,