

ILLINOIS #2

PRE-ADVERSE ACTION LETTER (TEMPLATE)

Dear _____,

This notification is being provided to advise you of our intent to take adverse employment action, e.g., not hire, promote, terminate, etc., against you, based in whole or in part, upon information contained in a consumer report provided to us by (" "). (a copy of that report is attached for your reference along with a copy of your rights under the Fair Credit Reporting Act). The criminal record(s) in question are highlighted on the report.

If you believe that this report is incomplete or inaccurate, or wish to explain and/or provide mitigating information relating to the reported matter and/or evidence of rehabilitation, please advise me immediately. You may contact _____ at: _____ and advise them that

you dispute the report if you, in fact, dispute its contents. They will begin an investigation of your dispute. To ensure accurate communication, have the report in hand when you call them. You **have five (5) business days** from receipt of this letter to advise us of a dispute or desire to provide mitigating/rehabilitation information. We will withhold taking action during the period you have to respond. However, if you notify us within the above time frame that you dispute the accuracy of the report, we will withhold a decision while our consumer reporting agency investigates the dispute. However, if we have not heard from you by the conclusion of that investigation we may take the contemplated adverse action. However, that does not affect your rights to dispute the contents of the report or your file with _____ at any time. It is our policy to individually assess each applicant, and your input regarding the explanation of, or provide mitigating information regarding a criminal record or other adverse information is welcomed.

Contact us so we can properly evaluate your situation and determine whether or not to take the contemplated adverse action.

If you have any questions, please contact my office.

Very truly yours,