Dear {{SUBJECTNAME}}:

Please be advised that we may take adverse action against you. This decision was based on the following information disclosed in the background report conducted by Employment Screening Services, LLC, 2700 Corporate Drive, Suite 100, Birmingham, AL 35242, 866-859-0143, [www.es2.com](http://www.es2.com):

* [enter report information here]
* [enter additional report information here].

We have determined that this information disqualifies you from employment for the following reasons: [insert reasoning for disqualification].

You have the right to respond to this notice before the Company’s decision becomes final. Your response may include submission of evidence challenging the accuracy of the information in the background report that is the basis for our rescinding your offer, evidence of rehabilitation or mitigating circumstances, or both. The Company will provide you with five business days to respond to this notice and will consider any information you submit within this timeframe before making a final decision.

If you wish to dispute the accuracy or completeness of information contained in this report, you may contact ESS directly at:

ESS, LLC

Attn: Disputes

2700 Corporate Drive, Suite 100

Birmingham, AL 35242

Toll Free: 866-859-0143

Email: [disputes@es2.com](mailto:disputes@es2.com)

**Please note:** ESS will not be making the decision on whether to take the adverse action, and it is unable to provide you with any specific reasons why action may be taken. If you would like to discuss your report with us, you may contact us as described below.

Sincerely yours,

**{{CLIENTNAME}}**  
{{CLIENTADDRESS}}

**Click** [**here**](https://www.es2.com/wp-content/uploads/2018/09/Summary-Of-Your-Rights-FCRA-09.18.pdf) **for a copy of a Summary of Your Rights Under the Fair Credit Reporting Act.**