PROPOSED DECISION AND OPPORTUNITY TO RESPOND

November 3, 2026

Alex Example
Home mailing address in another state

Dear Alex Example,

We are considering an unfavorable decision regarding the Example role position. We have not reached a final decision. Please review the information below and send any correction, explanation or supporting material to Reviews, Example address.

Report used in the proposed decision

The information in a report from Example Reporting Agency influenced our proposed decision. The agency can be reached at Example agency address, (800) 555-0100. Review the enclosed report and current federal Summary of Rights. You may dispute inaccurate or incomplete information with the reporting agency and send us information to consider before a final decision.

Review of the criminal record

Specific record considered: Example eligible record. Reasons related to this position and the assessment: Role-related reasons recorded after individualized review. The facts considered were Specific duties, elapsed time, surrounding facts and rehabilitation reviewed.

You may challenge accuracy or submit rehabilitation or mitigation evidence. You have at least five business days from receipt. If you timely notify us in writing that you dispute accuracy and are taking specific steps to obtain supporting evidence, you have five additional business days. Review any conviction-history report supplied with this notice.

Sender

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Jordan Example, Director of Talent
Example Office
Example office address

Employment-Rejection-Letter-Document.com • SAMPLE