

Re: Pre - Adverse Action Notification

Dear Applicant:

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

If you believe this report is incomplete or inaccurate, or wish to explain and/or provide mitigating information, please advise me immediately. You may contact Employer Lynx at: (775) 883-3733, 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. We will delay taking adverse action for 5 business days from the date of this letter. At the conclusion of that period we will take the contemplated adverse action. However, that does not affect your rights to dispute the contents of the report or your file with Employer Lynx 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 our office.

Sincerely,

Revised 2/2016