

CONFIDENTIAL
Adverse Action Notice Form

To: *[Employee Name]*

From: *[Manager imposing discipline]*

Re: Adverse action resulting from investigation

On *[date]*, an investigation began into allegations of workplace misconduct. The company hired an outside investigator, *[name of investigator or investigative firm]*, to perform the investigation. The investigation has now concluded, and the company has determined that you will be subject to the following discipline: *[Indicate discipline imposed, such as written warning or termination of employment.]*

We are providing this adverse action notice as required by the Fair Credit Reporting Act, to inform you of the nature and substance of the investigative report on which this discipline is based.

The report concluded that: *[Summarize the report, without listing the names of the employee who complained or any employees or others who were interviewed.]*

EXAMPLE: (this uses the facts set forth in the hypothetical case in Appendix C; because that case was investigated in-house rather than by an outside investigator, no adverse action notice was required in that case): “Based on interviews with two witnesses and your own statements, it was found that you showed a photograph of two women in a sexual pose to a female coworker, and made a sexual comment about the picture.”

Signed: _____

Date: _____

My signature acknowledges that I have received and read a copy of the Adverse Action Notice.

Signed: _____

Date: _____