

Official Background Check Notification

Subject: Background Check Authorization - [Position Title]

Dear [Candidate Name],

As part of our hiring process for the [Position Title] position, [Company Name] conducts background checks on all final candidates. This is a standard procedure to verify the information provided during the application process.

The background check will include verification of:

- Employment history
- Educational credentials
- Criminal record check
- Professional references

Please complete and sign the attached authorization form and return it by [Date]. The process typically takes [timeframe] to complete. Your offer of employment is contingent upon satisfactory completion of this background check.

All information obtained will be kept strictly confidential and used only for employment purposes in accordance with applicable laws.

If you have any questions or concerns, please don't hesitate to contact me.

Best regards,

[Name]

[Title]

[Contact Information]

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