

[Company Letterhead/Header]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Address]

[City, State, Zip Code]

Subject: Background Check Clearance - [Candidate Name]

Dear [Recipient Name],

This letter serves as formal notification that [Candidate Name] has successfully completed and cleared the required background check process for the position of [Job Title].

The background screening conducted on [Date] included a review of the following:

- Criminal History Records
- Employment History Verification
- Educational Qualification Verification
- [List other checks, e.g., Credit History, Drug Screening, etc.]

Based on the results provided by [Background Check Provider Name], the candidate meets all the criteria necessary for employment and is cleared to begin their duties on [Start Date].

All sensitive information obtained during this process has been handled in compliance with the Fair Credit Reporting Act (FCRA) and relevant privacy laws. If you have any questions or require further documentation, please contact the HR Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]