

[Date]

[Candidate Full Name]

[Address Line 1]

[Address Line 2]

Subject: Notification of Compliance and Background Check Requirements

Dear [Candidate Name],

In connection with your application for employment at [Company Name], we are initiating the standard compliance and background check process. This procedure is a requirement for all prospective employees to ensure a safe and secure working environment.

The background check may include, but is not limited to, the following:

- Verification of educational qualifications
- Employment history verification
- Criminal record check
- Professional reference checks
- [Optional: Credit history/Driving record, if applicable]

Please find attached a formal authorization form. We kindly request that you sign and return this document to the Human Resources department by [Deadline Date]. By signing, you provide your consent for [Company Name] or an authorized third-party agency to conduct these inquiries.

All information obtained during this process will be handled with strict confidentiality and in accordance with applicable data protection laws and the Fair Credit Reporting Act (FCRA).

If you have any questions regarding this process, please contact [Contact Name/Department] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]