

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification of Background Screening Registration

Dear [Candidate Name],

In connection with your application for employment through [Recruitment Agency Name], we are initiating the mandatory background screening process as required by our client, [Client Company Name].

To proceed with your candidacy, please complete your registration with our authorized screening partner, [Screening Vendor Name]. You will receive a separate email containing a secure link to their portal.

Action Required:

- Log in to the screening portal using the credentials provided in the follow-up email.
- Verify your personal information (Full Name, DOB, SSN/ID Number).
- Provide employment and education history for the last [Number] years.
- Electronically sign the Authorization and Release form.

Please complete this registration within [Number] business days to avoid delays in your placement. All information provided will be handled confidentially and in accordance with data protection regulations.

If you have any questions regarding this process, please contact your recruitment consultant at [Phone Number] or [Email Address].

Best regards,

[Sender Name]

[Title]

[Recruitment Agency Name]