

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Update Regarding Your Pre-Employment Screening

Dear [Candidate Name],

We are writing to provide you with an update regarding the status of your pre-employment screening for the [Job Title] position at [Company Name].

Currently, your background check is: **[In Progress / Pending / Completed]**.

[Optional: We are currently awaiting information regarding your (Education Verification / Employment History / Reference Checks). No further action is required from you at this time.]

We understand that you may be eager to finalize your start date. We are monitoring the progress closely and will contact you immediately once the final report is reviewed.

If you have any questions in the meantime, please feel free to reach out to [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your continued patience and interest in joining our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]