

[Company Letterhead/Logo]

[Date]

[Candidate Full Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification of Financial and Credit Background Clearance

Dear [Candidate Name],

We are pleased to inform you that you have successfully cleared the financial and credit background verification process required for the position of [Job Title] at [Company Name].

Our third-party verification agency has completed their review of your financial history and credit report. The results meet the standards required by our corporate hiring policy for this role. No further documentation is needed regarding your financial background at this time.

This clearance fulfills one of the primary contingencies of your employment offer. We will contact you shortly regarding the next steps in your onboarding process and your official start date.

If you have any questions regarding this notification, please contact the Human Resources department at [Phone Number] or [Email Address].

Congratulations, and we look forward to having you on our team.

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Company Name]