

[Date]

[Candidate Full Name]

[Candidate Address]

[City, State, Zip Code]

**Subject: Background Reference Check Compliance Verification**

Dear [Candidate Name],

In connection with your application for employment at [Company Name], we are conducting a professional background and reference check as part of our standard hiring procedures. This process is conducted in full compliance with the Fair Credit Reporting Act (FCRA) and applicable state and local privacy laws.

By signing this document, you acknowledge and verify the following:

- You have provided accurate information regarding your previous employment, education, and professional credentials.
- You grant [Company Name] and its authorized agents permission to contact the references and former employers provided in your application.
- You have received and signed the "Disclosure and Authorization" form allowing a consumer reporting agency to produce a background report.
- You understand that any offer of employment is contingent upon the successful completion of these checks.

We process all personal data securely and use it solely for the purpose of evaluating your suitability for the position of [Job Title].

If you have any questions regarding your rights or the scope of this verification, please contact the Human Resources Department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

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**Candidate Acknowledgment:**

I hereby verify that I have read the above compliance notice and confirm that all information provided for my background check is true and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_