

[Company Header/Logo]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

**Subject: Information Technology Reference Check Compliance Verification**

Dear [Recipient Name],

This letter serves to formally verify that a comprehensive reference check and background compliance review have been completed for **[Candidate Name]**, who is being considered for the position of **[Job Title]** within our Information Technology department.

In accordance with our corporate IT security policies and industry compliance standards, we have verified the following:

- Confirmation of previous employment dates and technical roles held.
- Validation of specialized IT certifications and educational credentials.
- Assessment of technical competency and adherence to previous organizational security protocols.
- Verification of professional integrity regarding sensitive data handling.

Based on the information gathered, the candidate's professional background aligns with our internal compliance requirements for accessing secure information systems and technical infrastructure.

If you require further documentation or specific verification details, please contact the undersigned directly.

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]