

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

RE: Reference Check Compliance Verification for [Candidate Full Name]

Dear [Recipient Name],

This letter serves to formally verify that [Company Name] has completed a standard reference check for [Candidate Full Name] in accordance with our internal hiring policies and applicable employment laws.

We confirm that the following verification steps were performed:

- Verification of previous employment dates and job titles.
- Contact with professional references provided by the candidate.
- Review of the candidate's professional conduct and performance history where disclosed.
- Compliance with the Fair Credit Reporting Act (FCRA) and relevant privacy regulations.

The results of this reference check meet the compliance requirements for the position of [Job Title]. This documentation is intended for your records to confirm that due diligence has been exercised during the recruitment process.

Should you require further documentation or have specific questions regarding our compliance procedures, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]