

Date: [Insert Date]

To: [Insert Recipient Name/HR Department]

[Insert Agency or Organization Name]

[Insert Address]

Subject: Temporary Employee Reference Check Compliance Verification

Dear [Insert Contact Name],

This letter is to formally verify that [Insert Name of Temporary Employee] has successfully completed the required reference check process prior to their assignment at [Insert Host Company Name].

As per our service agreement and regulatory compliance standards, we confirm the following:

- A minimum of [Insert Number] professional references were contacted.
- Employment history for the past [Insert Number] years has been verified.
- The candidate's performance, conduct, and eligibility for rehire were evaluated.
- All feedback received meets the standards required for this position.

Documentation regarding these references is maintained in the employee's personnel file and is available for audit upon request, subject to privacy laws.

If you require any further information regarding our compliance procedures, please contact me directly at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Insert Signature]

[Insert Printed Name]

[Insert Title]

[Insert Staffing Agency Name]