

[Date]

[Contractor Name]
[Contractor Address]
[City, State, Zip Code]

Subject: Skills Evaluation and Background Verification Result

Dear [Contractor Name],

This letter is to formally notify you that [Company Name] has completed the mandatory skills evaluation and background verification process regarding your engagement as an independent contractor.

1. Skills Evaluation

Based on the technical assessments and practical evaluations conducted on [Date], your proficiency in [Specific Skill/Field] has been rated as [Satisfactory/Exceptional]. You have demonstrated the necessary competencies required to perform the tasks outlined in the Statement of Work.

2. Background Verification

The background screening, which included criminal history, prior employment verification, and educational credential checks, has been completed. We are pleased to inform you that your profile meets our corporate compliance standards.

3. Status

As a result of these successful evaluations, you are cleared to begin work effective [Start Date]. Please report to [Supervisor/Manager Name] at [Location/Time] for your initial project briefing.

Please note that this verification is specific to the current project and [Company Name] reserves the right to request updated documentation should the scope of work change.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Company Name]