

# Pre-Employment Background Screening Notification

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the [Position Title] at [Company Name]. As part of our hiring process, we conduct a comprehensive background screening.

This screening may include, but is not limited to, verification of your employment history, education, and a criminal background check.

Please complete and return the attached consent form by [Due Date]. Your prompt response will help us expedite the hiring process.

Feel free to reach out to us if you have any questions or concerns.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]