

# Approval for Background Assessment

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to inform you that your application has been approved for a background assessment as part of the hiring process for the position of [Job Title] at [Company Name]. This assessment is a necessary step in our evaluation process, and it will help us ensure that we are making informed hiring decisions.

The background assessment will include a review of your employment history, criminal record, and any other relevant information. We will proceed with this assessment on [Insert Date] and expect to receive the results by [Insert Date].

Please let us know if you have any questions regarding this process. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]