

Authorization Letter for Employee Background Verification

Date: [Insert Date]

To Whom It May Concern,

I, [Employee Name], hereby authorize [Company Name] to conduct a background verification as part of the employment process.

This authorization includes but is not limited to the verification of my education, employment history, criminal record, and any other pertinent information as required.

I understand that this information will be used only for employment purposes and handled in accordance with applicable laws and regulations.

Thank you for your attention to this matter.

Sincerely,

[Employee Signature]

[Employee Name]

[Employee Address]

[Employee Phone Number]

[Employee Email]