

Background Screening Initiation

Date: [Insert Date]

Dear [Applicant's Name],

We are pleased to inform you that we have initiated the background screening process as part of your application for the position of [Position Title] with [Company Name]. This process is a standard procedure aimed at ensuring the safety and security of our workplace.

The background screening will include the following:

- Employment Verification
- Education Verification
- Criminal Record Check
- Reference Check

Please be assured that all information obtained during this process will be handled with strict confidentiality and will only be used for making hiring decisions.

If you have any questions or concerns regarding this process, feel free to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]