

Notification of Employee Vetting Procedure Commencement

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you that the employee vetting procedure for your position has commenced as part of our recruitment and onboarding process.

This procedure is essential in ensuring that all employees meet the necessary qualifications and standards to uphold our company's values and policies. The vetting process will include background checks, reference checks, and verification of qualifications.

We kindly ask for your cooperation in providing any necessary documentation and information required during this process. Please ensure that you respond promptly to any requests made by our HR department.

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

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]