

New Hire Background Check Notification

Dear [Employee Name],

Congratulations on your offer for the [Job Title] position at [Company Name]. As part of our hiring process, we require a background check to ensure a safe and secure work environment.

Background Check Process:

1. **Authorization:** Please complete and sign the attached authorization form to allow us to perform the background check.
2. **Information Collection:** We will gather information related to your employment history, education, and any criminal records if applicable.
3. **Review:** Our HR team will review the findings and may reach out for any clarifications.
4. **Notification:** You will receive a notification once the background check is completed, usually within [time frame].

Your cooperation in this process is appreciated. If you have any questions, feel free to contact us at [Contact Information]. We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]