

Background Assessment Notification

Dear [Employee's Name],

We are pleased to inform you that your application for the position of [Job Title] has progressed to the next stage. As part of our hiring process, we conduct a thorough background assessment.

This assessment will include verification of your employment history, educational qualifications, and a review of any criminal records in accordance with local laws.

Please provide us with the following information for the assessment:

- Full name
- Date of birth
- Social security number (or equivalent)
- Current address
- Previous addresses (last 5 years)

We assure you that all information will be kept confidential and used solely for the purpose of your employment assessment.

If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]