

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Confirmation of Background Check Completion

Dear [Candidate Name],

We are writing to formally notify you that we have successfully completed the background check process regarding your application for the position of [Job Title].

This letter confirms that you have met the background contingency requirements associated with our offer of employment. All necessary verifications, including [Employment History, Criminal Record, and Education Verification], have been finalized.

We are pleased to move forward with the next steps of your onboarding process. Your official start date remains confirmed as [Start Date].

If you have any questions regarding this notification, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]