

Welcome email

Dear <CANDIDATE NAME>,

Congratulations on your verbal offer with <COMPANY NAME>!

You will shortly receive your contract of employment along with new starter documents to fill out and return signed.

The envelope will include the following:

- Offer letter
- Contract of employment
- Personal details form
- Policies

Upon receipt of the above documents completed and signed, we will initiate a background check including previous employment verification, criminal record, etc. Our certified third party background check provider is called <PROVIDER NAME>, you may expect to be contacted directly from them. This does not affect your start date as these checks may take a few weeks to be completed.

May you have any questions, please do not hesitate to reach out.

Kind regards

<HR NAME
HR TITLE
HR EMAIL ADDRESS & TELEPHONE>