Background check cleared email

Send it the same day the result is cleared, ideally within hours. For hourly roles, every day between clearance and the confirmed start date is a day the candidate may accept another offer.

STANDARD: CLEARED AND CONFIRMED

Subject: You're cleared to start on [Start Date]

Hi [First Name],

Good news: your background check is complete and you're all set to join us as [Job Title].

Your start date is confirmed for [Start Date] at [Start Time], at [Location]. Please ask for [Contact Name] when you arrive.

In the next [Number] days you'll receive an email with your first-day details and new hire paperwork. To get ahead, have these ready:

- Original documents for Form I-9 (see the list of acceptable documents in your onboarding portal)
- Bank details for direct deposit
- [Other Item, e.g. your safety shoes]

If anything has changed on your side, reply here or call me at [Phone].

We're looking forward to having you on the team.

[Your Name]
[Title], [Company]

CLEARED, WITH REMAINING STEPS

Subject: Background check complete: two steps left

Hi [First Name],

Your background check has cleared. Thank you for your patience while it was processed.

Before your start date of [Start Date], there are [Number] steps left:

1. [Step 1, e.g. complete your drug screen at [Clinic Name] by [Deadline]. Bring the attached form and a photo ID.]
2. [Step 2, e.g. finish your new hire forms in [Portal Name].]

Once both are done, I'll send your final start confirmation and schedule.

Questions? Reply here or text [Phone].

[Your Name]
[Title], [Company]

HIGH-VOLUME, SHORT

Subject: [First Name], you're cleared: see you [Start Date]

Hi [First Name],

Your background check is complete. You're confirmed for [Training Class or Shift] starting [Start Date] at [Start Time].

Where: [Address]
Who to ask for: [Contact Name]
What to bring: photo ID, I-9 documents and [Other Item]

Can't make it? Reply or text [Phone] as soon as possible so we can hold a spot in the next class.

[Your Name]
[Company] Recruiting

INTERNAL NOTE TO HIRING MANAGER

Subject: [Candidate Name] cleared: start [Start Date]

Hi [Manager Name],

[Candidate Name] has cleared their background check for [Job Title]. Start date is confirmed for [Start Date].

Please make sure [Equipment, Access or Buddy] is ready for day one. Onboarding details have gone to the candidate.

As a reminder, background check reports are confidential and stay with HR. You don't need to see the report to proceed.

[Your Name]
[Title]

SUBJECT LINE IDEAS

- You're cleared to start on [Start Date]
- Background check complete: next steps
- Good news about your background check
- [First Name], you're cleared: see you [Start Date]
- Your start date is confirmed

• Background check complete: two steps left

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. Your background check is complete and you're confirmed to start [Start Date] at [Start Time], [Address]. Bring photo ID and I-9 documents. Questions? Reply here.

Placeholders to replace: [First Name], [Job Title], [Start Date], [Start Time], [Location], [Address], [Contact Name], [Number], [Training Class or Shift], [Phone], [Candidate Name], [Manager Name], [Your Name], [Title], [Company]