

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Police Verification Approval for Employment

Dear [Recipient Name],

This letter serves to confirm that [Employee Name], who has been offered a position as [Job Title] at [Company Name], has undergone the necessary police verification process as part of our hiring procedures.

We are pleased to inform you that the police verification has been successfully completed and has been approved by our HR department. This verification affirms that [Employee Name] has no criminal record and is eligible for employment with [Company Name].

Should you require any additional information or documentation regarding this matter, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]

[Company Seal/Stamp, if applicable]