Background check update to candidates email template | Workable

Dear / Hi [*Candidate’s name*],

I hope all is well with you. I wanted to check in and let you know we [*haven’t gotten the results of your background check from X yet / haven’t reviewed your background check yet*]. We are expecting to finish with the process [*by the end of the week*]. I will contact you again as soon as I have any news.

In the meantime, feel free to reach me via email or at [*phone number*], if you have any questions.

All the best / Kind regards,

[*Your name*]

[*Your email signature*]