Sample email for background check-update

**Subject line:** Update on your background check for [*Company\_name*] / Update for the [*job title*] position at [*Company\_name*]

Hi [*Candidate’s name*],

We want to let you know that we [*haven’t gotten the results of your background check from (company X) yet /  we haven’t reviewed your background check yet*]. We are aiming to finish with that process [*by the end of the week*]. I will contact you as soon as I have any updates or news.

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

All the best,

[*Your name*]

[*Your email signature*]