

Date: [Insert Date]

To: [Participant's Name]

Address: [Participant's Address]

Email: [Participant's Email]

Dear [Participant's Name],

Congratulations! We are pleased to inform you of your **conditional acceptance** into the [Program Name] at [Organization Name]. Your application demonstrated strong potential, and we are excited about the prospect of you joining our training program scheduled to begin on [Start Date].

Please note, your enrollment in the program is conditional and **contingent upon the successful completion of a background check**. This requirement is in place to ensure a safe and secure learning environment for all participants and staff, reflecting our commitment to maintaining high standards of integrity and trust.

Background Screening Process

1. You will receive a separate email with instructions to initiate your background check through our trusted screening provider.
2. Please follow the instructions and provide all required information promptly to avoid delays.
3. All information submitted will be handled with strict confidentiality and used exclusively for enrollment eligibility verification.
4. You will be notified upon successful completion of the background check.

Conditions for Acceptance

- Acceptance is conditional until the background check is successfully completed and approved.
- If any disqualifying information arises during the screening, your offer of acceptance may be withdrawn in accordance with our policies.
- All participants are expected to adhere to the program's policies, regulations, and code of conduct throughout the duration of the program.

Your compliance with these requirements is essential for your continued participation. Should you have any questions regarding the process or need assistance, please contact [Contact Person/Email/Phone].

Once again, congratulations on your acceptance, and we look forward to welcoming you to our program soon.

Sincerely,

[Sender Name]

[Title]

[Organization Name]

[Contact Information]