

SAMPLE

DATE: _____
(Must be date on MSDH notification)

Dear: _____,

Following our employment offer to you on (Date), the hospital performed a criminal record check, as required by Section 43-11-13, the Mississippi Code of 1972, as amended, Mississippi State Department of Health, Division of Licensure and Certification.

We are pleased to advise you that the results of the criminal record check revealed no disqualifying event; therefore, pursuant to the requirements of this law, we are providing this letter to confirm your suitability for employment based on the criminal record check.

You may use this letter for a period of two (2) years from the date of the letter to seek employment at any licensed entity. When presented with this letter, a licensed entity may rely on the letter with respect to your criminal background and is not required by law for a period of two (2) years from the date of this letter to conduct a criminal record check.

If you have questions regarding this letter, please do not hesitate to contact me at 601-000-0000.

Sincerely,

Jane Doe
Employment Manager

SWORN AND SUBSCRIBED BEFORE ME, this the _____ day of _____, 20_____.

Signature of Notary Public

My Commission Expires

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