

[Agency Name]
[Agency Address]
[City, Postcode]
[Date]

[Worker Name]
[Worker Address]
[City, Postcode]

Subject: Confirmation of Right to Work Status

Dear [Worker Name],

This letter confirms that [Agency Name] has conducted a formal Right to Work check in accordance with government regulations.

Based on the documentation provided and verified on [Date of Check], we confirm the following:

- **Right to Work Status:** [e.g., Permanent / Time-Limited]
- **Document(s) Verified:** [e.g., British Passport / Share Code / Biometric Residence Permit]
- **Expiry Date (if applicable):** [Date or N/A]
- **Work Restrictions:** [e.g., None / Max 20 hours per week / No self-employment]

You are authorized to undertake agency assignments through [Agency Name] as long as you remain compliant with the conditions of your visa or immigration status. Please note that you are required to inform us immediately of any changes to your circumstances that may affect your right to work in the UK.

Should your current permission to stay expire, a follow-up check will be required prior to that date to ensure continued eligibility for work.

Yours sincerely,

[Signature]

[Name of Staff Member]
[Job Title]
[Agency Name]