

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

[Candidate Name]  
[Candidate Address]  
[City, State, Zip Code]

**Subject: Verification of Right to Work**

Dear [Candidate Name],

We are pleased to progress your application for the position of [Job Title]. As part of our standard hiring process and in compliance with employment regulations, we are required to verify your eligibility to work in [Country Name].

To complete this verification, please provide original copies of one or more of the following documents:

- A valid Passport or National Identity Card
- A Birth Certificate (if applicable)
- A valid Visa or Work Permit
- A Permanent Residence Card

Please bring these documents to our office on [Date] at [Time] for a brief in-person verification. Alternatively, you may upload high-quality color scans via our secure portal at [Link] by [Deadline Date].

Please note that any offer of employment is conditional upon the successful verification of your right to work. All documents provided will be handled in accordance with our Data Privacy Policy.

If you have any questions regarding the required documentation, please contact [Contact Person Name] at [Phone Number/Email].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]