

[Company Name]
[Company Address]
[City, Postcode]

[Date]

[Employee Name]
[Employee Address]
[City, Postcode]

Subject: Notice of Expired Right to Work Documentation

Dear [Employee Name],

Our records indicate that your current documentation confirming your right to work in the UK [or insert relevant country] expired on [Date].

As an employer, we have a legal obligation to ensure that all employees have valid and up-to-date authorization to work. To maintain your continued employment, we require you to provide evidence of your renewed right to work status.

Please provide one of the following by [Deadline Date]:

- A share code to allow us to perform an online right to work check.
- An updated biometric residence permit or residence card.
- Proof of a pending application with the Home Office (such as an Application Registration Card or a Certificate of Application).
- Any other valid document as specified in the government's acceptable documents list.

Please bring the original documents to [Department/Name] or email your share code to [Email Address] as soon as possible. Failure to provide proof of your legal right to work may result in formal action, which could include the suspension of your employment or termination of your contract in accordance with statutory requirements.

If you have already applied for a renewal and are awaiting a decision, please provide us with the relevant application reference number so that we may verify this via the Employer Checking Service.

If you have any questions regarding this request, please contact [Name/Department] immediately.

Yours sincerely,

[Signature]

[Name of Sender]
[Job Title]