

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Right to Work Document Expiry

Dear [Employee Name],

According to our personnel records, your current authorization to work in the United Kingdom/United States/Country] is scheduled to expire on [Expiry Date].

To ensure continued compliance with employment regulations and to maintain your employment status, we require updated proof of your ongoing right to work. Please provide one of the following documents to the Human Resources department by no later than [Due Date]:

- A valid passport showing an updated visa or extension stamp.
- A new Biometric Residence Permit or Employment Authorization Document (EAD).
- A Share Code generated via the government website (if applicable).
- Official documentation from the relevant immigration authorities confirming a pending application.

Please note that we are legally required to verify these documents. Failure to provide evidence of your continued right to work by the date specified may result in the suspension of your employment or termination of your contract, as we cannot legally employ individuals without valid authorization.

If you have already obtained a new document or have submitted an application for renewal, please notify [Contact Name/Department] immediately at [Phone Number/Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Name of Sender]

[Job Title]

[Company Name]