

[Company Header/Logo]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Right to Work Certification for [Candidate Full Name]**

Dear [Hiring Manager Name],

In accordance with our agreement regarding the permanent placement of [Candidate Full Name], we hereby certify that we have carried out the necessary checks to confirm this individual's eligibility to work in [Country Name].

We confirm that:

- Original identity and Right to Work documentation have been sighted.
- The documents appear to be genuine and relate to the individual in question.
- The candidate has the legal right to take up the permanent position of [Job Title].
- Copies of the verified documents have been retained on our files.

Documentation verified includes:

- [Type of Document, e.g., Passport/Birth Certificate/Visa]
- [Document Expiry Date, if applicable]

Please note that while we have performed these preliminary checks, the ultimate responsibility for statutory compliance and the ongoing verification of Right to Work remains with [Client Company Name] as the legal employer.

Should you require copies of these documents for your internal HR records, please let us know.

Yours sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Agency Name]