

[Date]

[Candidate Name]  
[Candidate Address]  
[City, Postcode]

Dear [Candidate Name],

**Subject: Pre-Employment Right to Work Check**

Following your recent application for the position of [Job Title], we are pleased to move forward with your candidacy. As part of our standard recruitment process and in compliance with government regulations, we are required to verify your right to work in [Country Name] before any formal offer of employment can be finalized.

Please provide original copies of the following documentation for verification:

- [Option 1: e.g., A valid Passport]
- [Option 2: e.g., Birth Certificate and a document issued by a Government agency showing your Name and National Insurance Number]
- [Option 3: e.g., Share code for online immigration status checks]

We kindly request that you bring these documents to our office at [Address] on [Date] at [Time] so that a member of our team can scan and verify them in your presence. Alternatively, if you are using an online verification service, please provide your share code and date of birth via [Email Address/Portal].

Please note that this check is a mandatory legal requirement and does not constitute a final offer of employment. All documents provided will be handled in accordance with our Data Protection and Privacy Policy.

If you have any questions regarding the acceptable forms of identification, please contact [Contact Name] at [Phone Number/Email].

Thank you for your cooperation.

Yours sincerely,

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