

[Company Letterhead]

[Date]

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

Subject: Notification of Right to Work Document Audit

Dear [Employee Name],

As part of our commitment to maintaining legal compliance and ensuring all staff have the necessary authorization to work in the UK, [Company Name] is currently conducting a routine internal audit of our Right to Work documentation.

Upon reviewing our personnel files, we have identified that we require updated or additional information regarding your status. Specifically, we require:

- [List document needed, e.g., Valid Passport / Biometric Residence Permit / Share Code]

We kindly request that you provide the original document(s) mentioned above to [Name of Department/Contact Person] no later than [Date].

If you are providing a digital Share Code for an online check, please send the code along with your date of birth to [Email Address].

Please note that we are required to see the original documents in your presence (either in person or via a live video link as per current government guidelines) to verify their authenticity. We will take a copy for our records and return the originals to you immediately.

This is a standard administrative procedure and does not imply any doubt regarding your current right to work. However, as an employer, we have a legal obligation to maintain up-to-date records to comply with Home Office regulations.

Thank you for your prompt cooperation in this matter.

Yours sincerely,

[Signature]

[Name of Sender]
[Job Title]
[Company Name]