

[Your Name/Company Name]

[Address Line 1]

[Address Line 2]

[City, Postcode]

[Date]

[Employee Full Name]

[Address Line 1]

[Address Line 2]

[City, Postcode]

Subject: Request for Right to Work Documentation

Dear [Employee Name],

Under current employment legislation, we are required to verify that all employees have the legal right to work in the UK. We are contacting you because we require updated or initial documentation to ensure our records are compliant.

Please provide one of the following original documents (or a combination where applicable):

- A valid Passport.
- A Birth Certificate accompanied by a document issued by a Government agency or a previous employer giving the person's permanent National Insurance number.
- A Biometric Residence Permit or Share Code (for those with digital status).
- Other official documentation proving your right to work in this country.

Please bring the original document(s) to [Office Location/Department] by [Deadline Date] so that a member of staff can verify and take a copy. Digital copies or scans cannot be accepted for manual checks unless you are providing a Home Office Share Code.

If you have any questions regarding which documents are acceptable, please contact [Contact Person Name] at [Phone Number/Email].

Thank you for your prompt cooperation.

Yours sincerely,

[Signature]

[Printed Name]

[Job Title]