

[Company Name]
[Company Address]
[City, Postcode]

[Date]

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

RE: CONFIRMATION OF RIGHT TO WORK AND STATUTORY EXCUSE

Dear [Employee Name],

This letter serves to confirm that [Company Name] has carried out the necessary Right to Work checks in accordance with the Immigration, Asylum and Nationality Act 2006 and the current Home Office "Code of practice on preventing illegal working."

We confirm the following:

- A compliant Right to Work check was conducted on [Date of Check].
- Original identification and/or immigration documentation was verified in the presence of the holder.
- [Optional: A Home Office Online Service check was completed with Share Code: [Share Code]].
- The documentation provided confirms your entitlement to work in the UK under the following conditions: [e.g., No restrictions / Student visa hours / Expiry date].

By conducting these checks correctly, [Company Name] has established a statutory excuse against a civil penalty. We acknowledge that we have retained clear copies of the documentation provided, including a record of the date the check was performed.

Please note that if your right to work is time-limited, we are required by law to conduct a follow-up check prior to the expiry of your current leave to remain to maintain our statutory excuse.

This letter is for your records to confirm your compliance with our internal onboarding and Home Office requirements.

Yours sincerely,

[Signature]

[Name of Authorized Signatory]
[Job Title]
[Company Name]