

Date: [Insert Date]

To: [Recipient Name/Client Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Identity Authentication for Agency Worker: [Worker Full Name]

Dear [Contact Name],

This letter serves to formally authenticate the identity and employment status of **[Worker Full Name]**, who has been assigned by **[Agency Name]** to perform services at your organization effective **[Start Date]**.

We confirm that we have conducted the following verification procedures in accordance with statutory requirements and our internal compliance standards:

- **Identity Verification:** We have sighted and verified original government-issued photographic identification (e.g., Passport, Driver's License).
- **Right to Work:** We have confirmed the individual's legal eligibility to work in this jurisdiction.
- **Background Checks:** [Select one: Completed / Not Applicable] including [list specific checks, e.g., criminal record, reference checks].
- **Professional Qualifications:** We have verified all necessary certifications and licenses required for this role.

Worker Details for On-site Identification:

- **Full Name:** [Worker Full Name]
- **Date of Birth:** [Worker DOB]
- **Agency Employee ID:** [ID Number]

Please ensure that the worker is granted the necessary access to your premises and systems as per the terms of our service agreement. Should you require further documentation or have any questions regarding this authentication, please contact us directly at [Phone Number] or [Email Address].

Yours sincerely,

[Signature]

[Name of Authorized Signatory]

[Job Title]

[Agency Name]