

Date: [Insert Date]

To: [Candidate Name]

[Candidate Address]

[City, Postcode]

Subject: Passport and Identity Verification Request

Dear [Candidate Name],

As part of our standard recruitment and pre-employment screening process, we are required to verify your identity and right to work. This process ensures compliance with legal regulations and company policy.

Please provide the following original documents for verification:

- A valid International Passport.
- A secondary form of identification (e.g., Driver's License, National ID Card).
- [Optional: Proof of address, such as a utility bill or bank statement].

Submission Process:

Please [bring the original documents to our office / upload clear color scans via our secure portal] by [Insert Date]. If you are presenting documents in person, our HR team will take a copy and return the originals to you immediately.

All personal information and documentation provided will be handled securely and in accordance with data protection laws.

If you have any questions regarding the required documentation or the verification process, please contact the HR Department at [Insert Phone Number/Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]