

[Company Letterhead/Logo]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Statutory Identity and Right to Work Verification

Dear [Candidate Name],

In accordance with statutory employment regulations, we are required to verify your identity and legal right to work in [Country] before your employment commences.

Please provide original versions of the following documents for physical inspection:

- [e.g., Valid Passport or National ID Card]
- [e.g., Proof of Social Security/National Insurance Number]
- [e.g., Proof of Address dated within the last 3 months]
- [e.g., Birth Certificate or Work Permit/Visa (if applicable)]

Verification will take place on [Date] at [Time] at the following location: [Office Address].

Please note that we are legally required to take copies of these documents and retain them on your personnel file. Failure to provide valid documentation may result in the withdrawal of your offer of employment.

If you have any questions regarding the required documentation, please contact [Contact Name] at [Phone Number/Email].

Yours sincerely,

[Signature]

[Name of Sender]

[Job Title]

[Company Name]