Private and Confidential

<Insert Full Name>

<Insert address>

<Date>

Dear <Name>,

**Re: Eligibility to work in the UK**

Under immigration laws, it will be unlawful for an employer to recruit, or continue to recruit, an employee who is not legally allowed to work in the UK. The individual will also commit a criminal offence if they work whilst they are disqualified due to their immigration status.

Before you commence employment, the Company is required to carry out certain checks to ensure you have the legal right to work in the UK. If you have limited permission to work in the UK, the Company will also ask you to provide further evidence on an ongoing basis of your right to work.

[Select from paragraphs below and delete as appropriate]

[For prospective employees]

I am writing to advise you that we require you to provide us with your employee share code and date of birth to allow us to undertake an online check to confirm you have the legal right to work in the UK.

[OR]

[For existing employees]

We note from our records that your permission to [delete as appropriate – remain/work] in the UK is due to expire on [insert date]. We require you to provide an employee share code to allow us to undertake an online check to confirm that your right to work in the UK will continue after the expiry date. We will also access your date of birth from your personnel file to carry out this check.

Please provide this information to [insert name and position] by no later than [insert date]. Please contact me as soon as possible if you are unable to provide the necessary information.

A failure to receive confirmation that you have a legal right to work in the UK will result in the Company [delete as appropriate – being unable to offer you employment/terminating your employment].

Please do not hesitate to contact me if you have any questions regarding the contents of this letter.

Yours sincerely

*<***Insert name***>  
<*Insert job title*>*

**Required information to establish an on-going right to work through the online checking service**

### The following list sets out the information that you are required to provide to undertake an online check to confirm you have a right to work in the UK:

|  |  |
| --- | --- |
| Full name: |  |
| Date of birth: |  |
| Employee share code: |  |