

Amelia Ford

Date: 14 July 2026  
Our Reference: RTWS/FB0FE380  
Document Type: Letter

Dear Amelia,

We are writing to confirm the completion of your Right to Work check in respect of your role as Senior Sales Executive within our Commercial team. This letter outlines the details and outcome of this verification, which is an important part of our compliance with UK employment legislation and internal policies.

As you know, the Commercial team undertakes field-based client visits alongside working from our Rotherham office, which necessitates ensuring that all team members have valid authorisation to work in the UK.

Our Right to Work Verification Policy v2.1 (HR) requires that all such checks are confirmed and documented prior to any work commencing or travel expenses being approved.

You kindly provided your Home Office online share code on 6 March 2026, confirming your right to work status. A previous manual document check was undertaken during your recruitment in 2020, but no paper documentation from that check has been digitised or recently updated.

Evidence Log

| Evidence Item       | Source                    | Date         | Relevance                                         | Reviewed By               |
|---------------------|---------------------------|--------------|---------------------------------------------------|---------------------------|
| right-to-work-check | Synthetic Sample Reviewer | 14 July 2026 | Synthetic fixture evidence for sample generation. | Synthetic Sample Reviewer |

Following receipt and verification of your online share code, we have confirmed your entitlement to work in the UK. This online method aligns with our policy requirements and has been preferred over arranging a manual document check in this instance.

Management has also noted the importance of completing this verification before approving any travel expenses or attendance at the forthcoming client meeting scheduled for 16 March 2026, reflecting our commitment to safety and regulatory compliance.



LETTER DETAILS

Employee

Amelia Ford

Role

Senior Sales Executive

Case type

Right to Work Check

Reference

HRA-FB0FE380



KEY DATES

Completed

14 July 2026

Owner

Sarah Davies

To maintain compliance, a follow-up Right to Work check is scheduled for 9 March 2027. Our HR coordinator, J. Patel, will oversee this ongoing verification process.

Before finalising travel arrangements and any related expense approvals, please ensure any further documentation or confirmations required about your client visit are communicated to the HR team.

Kindly note that the verification evidence, including the screenshot of your Home Office online share code, will be attached to your digital HR file. The reviewer will confirm this document includes the expiry status to ensure continual compliance.

Should there be any changes in your right to work status or documentation, please notify us promptly so that we can update our records accordingly.

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer