

Dear <employee name>

EU citizens: Protect your rights by applying to the EU Settlement Scheme

If you are an EU, EEA or Swiss citizen, you and your family need to apply to the EU Settlement Scheme to protect your rights and stay in the UK.

You do not need to apply if you are a British or Irish citizen, or have indefinite leave to remain or enter.

The EU Settlement Scheme allows you and your family to get the immigration status you need to:

- Continue to live, work and study in the UK
- Access public services like the NHS

The deadline to apply is **30 June 2021**.

We do not require proof that you have applied but getting status through the scheme will protect your future rights, so it is very important that you apply.

How to apply

You need to complete a short online application form using a computer, tablet or mobile phone. The application will ask you to:

- Prove your identity
- Prove that you live in the UK
- Declare any criminal convictions

Successful applicants will receive **settled status** or **pre-settled status**, depending on how long you have lived in the UK. You will get digital proof of your status through an online service.

Apply and find out more information here: [gov.uk/eusettlementscheme](https://www.gov.uk/eusettlementscheme)

Where to get support

Support is available if you need help with your application:

- Call the **EU Settlement Resolution Centre** if you have any questions about your application: 0300 123 7379 or send a message using the online form: eu-settled-status-enquiries.service.gov.uk.

- Read **translated guidance** on the EU Settlement Scheme: [gov.uk/settled-status-translations](https://www.gov.uk/settled-status-translations).

Please contact [name of individual/the HR department] if you have any questions or concerns.

Yours sincerely,

<employer name>