[TO BE TYPED ON TO COMPANY LETTERHEAD]

[EMPLOYEE NAME]

[ADDRESS]

[date]

[By post/ email/ hand]

Dear [name]

**Supporting you with ‘settled status’**

We’re proud to employ a diverse workforce with a wealth of skills and want to support our colleagues to plan and be prepared for some of the changes Brexit brings.

As the UK leaves the EU, there are a number of changes that will take effect in the way that EU nationals are able to continue to live and work in the UK.

We thought it may be helpful to write to colleagues to provide further information about the changes coming into effect and the support we can offer in managing them.

The government has introduced a scheme known as the ‘EU Settlement Scheme’ which allows EU nationals and their family members to secure the right to remain within the UK beyond 30 June 2021 in certain circumstances.

We know that understanding the steps you may need to take under the EU Settlement Scheme can be confusing, so we’ve drafted the enclosed ‘EU Settlement Scheme FAQs’ which we hope you’ll find useful.

If you have any other questions, please let us know and we’d be delighted to discuss them with you.

Best wishes

[name]

[organisation name]

**EU Settlement Scheme FAQs**

**Q1: What is the EU Settlement Scheme?**

The EU Settlement Scheme allows you and your family members to secure the right to remain within the UK beyond 30 June 2021.

**Q2: What is ‘settled status’ and ‘pre-settled status’?**

If you apply to the EU Settlement Scheme successfully, you’ll be able to continue living and working in the UK after 30 June 2021 and be given either settled status or pre-settled status. You won’t need to choose which you’re applying for as this will automatically be determined for you depending on how long you’ve been living in the UK when you apply under the EU Settlement Scheme.

If you’ve been living in the UK for five years when you apply under the EU Settlement Scheme, you’ll be given settled status if you’re successful.

If you haven’t been living in the UK for 5 years when you apply, you’ll be given pre-settled status and will can apply to change your status to settled status once you have been living in the UK for five years.

Your rights will be different depending on which status you get. For further information, visit: <https://www.gov.uk/settled-status-eu-citizens-families>.

**Q3: Who should apply to the EU settlement scheme?**

Except in a few cases, EU, EEA and Swiss citizens resident in the UK by 31 December 2020, and their non-EU family members, need to apply to the EU Settlement Scheme.

Even if you have lived in the UK for many years, or you have a UK permanent residence document, you still need to apply to the EU Settlement Scheme. You do not need to apply if you have indefinite leave to remain or enter, but you can if you want to. You can find further information about applying for ‘settled status’ through the EU Settlement Scheme here: <https://www.gov.uk/settled-status-eu-citizens-families>

**Q4: How and when should I apply?**

The deadline for applying is 30 June 2021.

You can apply under the EU settlement scheme, using any device, for example, a laptop, Android device or iPhone. The link to apply is: <https://www.gov.uk/settled-status-eu-citizens-families/applying-for-settled-status>

You’ll need to submit a number of documents as part of the application process. You can find the documents you’ll need here: <https://www.gov.uk/settled-status-eu-citizens-families/what-youll-need-to-apply>

You can submit the documents electronically or by post.

It’s really important that you apply before the deadline. If you don’t or you are unsuccessful, there could be serious consequences which include your continued stay within the UK being illegal and possible deportation. If you no longer have the right to work in the UK, we may have little option but to end your employment with immediate effect.

**Q5: What happens after I’ve applied for settled or pre-settled status?**

If your application is successful, you’ll be sent a letter via email confirming your settled or pre-settled status. We’re not able to accept this letter as evidence of your right to remain but you’ll be able to obtain a ‘share code’ that you should provide to us so that you’re able to prove your status and continued right to remain is lawful.

If your application for settled or pre-settled status is unsuccessful, you can apply again at any time until 30 June 2021 if you think the decision should have been different. You may also be able to apply for an administrative review or appeal to an independent tribunal. Please let us know as soon as possible if you have been unsuccessful in your application - we may be able to help.

**Q6: What support is available for me?**

The government have pulled together a number of online resources explaining the EU Settlement Scheme in further detail which you can access here: <https://www.gov.uk/eusettledstatus>

In addition you can contact the EU Settlement Scheme Resolution Centre helpline if you need more help or info about your application: 0300 1237379

[In addition, we’re delighted to be offering [insert support being offered e.g. drop-in sessions with an immigration lawyer to support you with your applications].