<div><p>I hope you’re well and thank you for all the hard work you’re doing whilst working for Shady Contractors Ltd.</p></div>

<div><p>I am sure you may know how important it is that your compliance documents are all up to date. This is a legal requirement for us and you, so that the clients we engage with have fully compliant staff from us. Many of your compliance documents require updating annually. UK compliance law and training modules change regularly and it’s both your and our responsibility to ensure you’re up to date for everything, and then you can be free to focus on doing your best work.</p></div>

<div><p>To ensure you’re fully compliant to work, we require various documents that are listed below. If you have up to date documents in this list, we would appreciate it if you can scan these and send them to [compliance@xxxxcompany.co.uk](mailto:compliance@xxxxcompany.co.uk) at your earliest convenience.</p></div>

<div><p><b><u>**Please do not ignore this email, we need your support or you may have to temporarily stop work.</u></b></p>**</div>

<div>**<p>**For any questions you may have, please either call us and ask for the Compliance Team on 0800 1234 5678 or email us at [compliance@xxxxcompany.co.uk](mailto:compliance@xxxxcompany.co.uk) – we’re here to help!</p></div>