

Employee Sample Email

Dear John Doe,

Welcome to Michigan State University!

Your hire date is currently x/xx/xxxx.

As part of the process to onboard new employees, Michigan State University is required to validate that all new hires are authorized to work in the United States. The Form I-9 is the required form from the U.S. government for this purpose. We have employed an electronic I-9 process for your convenience.

STEP 1: Please access the following link to complete Section 1 of your online Form I-9. After completing Section 1 of the online Form I-9, please print out or email to yourself the page with the Receipt Code. This code is necessary for the person who will complete Section 2 of your Form I-9.

[Unique URL]

STEP 2: As a remotely located employee, we will need to make special arrangements to have someone complete Section 2 of your Form I-9 and verify your documentation. You will be responsible for choosing the person who will complete Section 2 of your Form I-9. In order to set them up as a user within our system, we will need the following information: First Name, Last Name, and Valid Email Address. Please reply to this email with the required data. **Note: This person cannot be a relative.**

STEP 3: Remember to bring your original documents to verify your work eligibility, along with the Receipt Code obtained in Step 1 for the verifier.

Both Section 1 and Section 2 of the I-9 are required and must be submitted in order to complete your hiring process.

Thank you for your prompt attention to this important task.