[Date]

To:  [Employee name]

From:   [HR staff name]

         Human Resources Department

Subject:        I-9 reverification

When you were hired by [Company name] on [date] you completed an I-9 form which we are required under federal law to have on file for all employees verifying identity and eligibility to work in the United States.

I am writing you today to inform you that our records indicate that your temporary work authorization is expiring on [date]. Please provide to the human resources department your updated work authorization as soon as possible but no later than [date of expiration of current work authorization]. If you fail to provide updated documentation to us by [date], under federal law we cannot allow you to continue to work. Unfortunately, this may lead to you being placed on an unpaid leave status or require [Company name] to terminate your employment.

Please let me know if you have any questions or wish to discuss this matter further.