**Notice to Employees Regarding I-9 Document Verification**

Date:

To: All employees hired remotely between March 20, 2020, and July 31, 2023

Re: Important I-9 work eligibility updates

During the pandemic, an employer’s legal requirement to view a newly hired employee’s documents for I-9 employment eligibility verification purposes in-person were relaxed, allowing employers the flexibility to review those documents by email, fax or video conferencing. That flexibility is coming to an end, and all employees whose documents were verified remotely must now have their documents verified in-person by August 30, 2023.

You are receiving this notice because [Company Name] reviewed your documents during this time by [insert email, video conferencing, etc.] You must now have an authorized representative of the company review your documents in-person and make updates to your Form I-9 in order to continue your employment uninterrupted.

You have the option of scheduling a meeting with HR at our company headquarters in [location] or utilizing an authorized representative closer to your home to review your I-9 documents.

Detailed instructions will be sent to you by [insert mail, company email, email from DocuSign, etc.], including an acceptable document list, Form I-9 instructions and whom you may use as an authorized representative. The updated Form I-9 must be returned to [insert HR department or other contact information] no later than [insert date (*recommend end of a workweek*)], to allow time for processing.

Failure to timely return an updated Form I-9 will result in an unpaid leave of absence until this action is completed or employment is terminated.

Please direct all questions to [insert name and contact information].