

Example Authorized Representative Email

From: i9complete@trackercorp.com [<mailto:i9complete@trackercorp.com>]

Sent: Tuesday, May 1, 2018 9:00 AM

To: Representative, Authorized <authorizedrep@uillinois.edu>

Subject: Form I-9: Request to Complete Section 2

Importance: High

To Whom It May Concern:

United States Customs and Immigration Service (USCIS) requires University of Illinois to verify the eligibility of its employees to work in the United States by completing the Employment Eligibility Verification Form I-9. Because it is not physically possible for this employee to come to our offices to complete the I-9 paperwork in person, USCIS allows employers to designate an Authorized Employer Representative, such as you, to carry out the employer's I-9 responsibilities.

This email is a notification that University of Illinois is requesting that you act as an Authorized Employer Representative to complete the employer's portion of the Form I-9 for the employee named below.

Employee Name: Jo Employee

Employee Email: joemployee@uillinois.edu

Employer: University of Illinois

Expected Start Date: 8/16/2018

We utilize electronic I-9 software to complete the employment eligibility verification process.

At your earliest convenience, please click the link below and follow the on-screen instructions to Accept or Decline our request to complete Section 2.

[Click here to Accept or Decline this request](#)

If you Accept the request, thank you. The employee will receive an email with your contact information and be instructed to contact you to arrange to meet with you in person to complete Section 2. You may receive a second email with additional instructions once the employee completes their section of the form.

Thank you for your assistance.

DO NOT REPLY TO THIS EMAIL

This email was sent by an automated system, so if you reply, nobody will see it

Sincerely,
University of Illinois