

Example Employee Email

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

Sent: Tuesday, May 01, 2018 8:30 AM

To: Employee, Jo <joemployee@uillinois.edu>

Subject: Form I-9 for New Hire: Must Complete Prior to Work

Importance: High

Dear Jo Employee:

You have been hired by the organization listed below, and your new employer is requesting that you complete Section 1 of the Form I-9 using an electronic system to verify your eligibility to work in the United States. Department of Homeland Security regulations require that all employees (both citizens and non-citizens) complete this section no later than your first day of work.

Employer Name: University of Illinois

Expected Start Date: 8/16/2018

To access your section of the Form I-9 online, please visit the following secure link and follow the on-screen instructions:

[Form I-9 for Jo Employee](#)

IMPORTANT NOTE: You will not be able to return to this form after it has been electronically signed and submitted to your employer.

After completing your section of the I-9 form, the next step is to present your identity and U.S. employment authorization document(s) to an authorized Employer Representative who must complete Section 2 of the I-9 form. Please note that original documents must be presented in person.

[Click here to view the List of Acceptable Documents](#)

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. If you are experiencing technical issues completing your electronic Form I-9, notify the designated HR staff member at your employer for assistance.

Sincerely,
University of Illinois