

Letter to Employees Lacking Proper IRCA Documents

(Date)

Re: Form I-9 Documents

Dear (Employee Name),

On (Date) you received a summary of this company's Immigration Reform and Control Act (IRCA) policy, along with a copy of the Immigration and Naturalization Service Form I-9, listing the documents legally acceptable as proof of identity and employment eligibility. Under this policy, you were required to produce either the document(s) or documentation showing you were seeking to obtain the document(s) when you started work.

As of (Date) you have not provided documents that satisfy our policy, or the law. We will be forced to terminate your employment if we do not receive them by the end of the grace period, which is in two days, on (Date). If you do not understand why (Company) must terminate your employment on (Date), please contact our Human Resources department with any questions you may have.

If you obtain the required documents to establish your identity and employment eligibility at a later date, we would be pleased to consider your application for positions open then if you are qualified to fill them.

Sincerely,

Human Resources Department

cc: (Employee's Immediate Supervisor)