

Letter to Employees Whose IRCA Authorization is Due to Expire

(Date)

Re: Immigration Reform and Control Act Authorization Due to Expire

Dear (Employee Name),

Our records show that you are eligible to work in the United States through (Date). Under federal law, (Company) must terminate your employment on (Date) unless you can demonstrate that you are eligible to work in the United States after that date.

You must take steps to obtain an extension of your employment authorization before it expires if you want to continue in your job. If you need help getting this authorization, please contact the Human Resources department at (Telephone Number).

If your employment status changes before the expiration date listed on the employment authorization document you showed us, which was a (Document), contact the Human Resources department. For example, if you obtain an employment authorization that will not expire (for example, grant of permanent residence in the United States), please bring the document proving that authorization to the Human Resources department.

You must also notify the Human Resources department if the Immigration and Naturalization Service revokes your employment authorization for any reason.

(Company) takes its legal obligation to employ only authorized workers very seriously. If you do not provide us with sufficient proof of your continued eligibility to work here, we will be forced to terminate your employment with us.

Sincerely,

Human Resources Department

cc: (Employee's Immediate Supervisor)