

Sample Letter:

-CONFIRMATION OF EMPLOYMENT-

[THIS DOCUMENT SHOULD SERVE ONLY AS A SAMPLE COMMUNICATION. PLEASE COPY THE TEXT BELOW AND PASTE IT ONTO YOUR AGENCY'S LETTERHEAD, OR PASTE THE BODY OF THE MESSAGE INTO AN EMAIL COMMUNICATION. ADJUST AS NECESSARY TO ACCOMMODATE THE NEEDS OF THE AGENCY. COMPLETE THE FIELDS WITH THE APPROPRIATE INFORMATION AND OBTAIN THE NECESSARY SIGNATURES BEFORE DELIVERY.]

[Date]

[Name of Applicant]

[Address of Applicant]

Subject: Confirmation of Employment – **[Job Classification]**

Dear **[Mr./Ms.] [Last Name of Selected Applicant]:**

Welcome to **[Agency/Department/Office Name]**. I am pleased to confirm your acceptance of our offer for the **[full-time/part-time]** position of **[job classification]** reporting to **[supervisor's name]**. Your starting salary of **[\$XXXX.XX]** per **[month/hour]**, will be paid semi-monthly on the 15th and 30th of each month. As a result of your appointment, you will serve a **[XX]-month** probationary period.

We look forward to your arrival on **[day of week]**, **[start date]**, at **[report time]**. Please report to **[location name]**, located at **[address]**, and ask for **[HR/Supervisor name]**. During your first few days on the job, you will be presented with numerous employment forms, some of which you may take and complete at your convenience. For the purpose of completing the I-9 form, please bring appropriate evidence of identity and employment eligibility with you when you report to work. A listing of acceptable documents is attached.

We are excited about you joining our team, and want to ensure you are successful in your new role. During your first several days on the job, you will meet many co-workers, supervisors, and human resources staff. These individuals are available as a resource to you, so please let them know what you need to accomplish your new responsibilities. Additionally, you may contact me at **[phone number/email address]** if you have questions.

Sincerely,

[Human Resources Representative]

[Job Title]

Enclosure: Lists of Acceptable Documents (Form I-9)

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.