

Supervisor Section 2 Email

Notes:

- This email will be sent when the supervisor has verified their employee's documents/identity. The supervisor will use this email template to email the Employment Services team confirming this process has been complete.

Template:

Hi Employment Services,

I have verified the identity and documents for I-9 Verification for the following employee(s):

Insert Name of Employee, DU ID number, and type of identification document verified (Ex: U.S. Passport)

Please let me know if you need anything else. Thank you!