Document submission request email

Send it as soon as the offer is accepted (and any contingencies like the background check are underway), ideally 7 to 14 days before the start date. For hourly hires starting within days, send it the same day the offer is accepted.

STANDARD NEW HIRE PAPERWORK

Subject: Action needed: your new hire paperwork for [Start Date]

Hi [First Name],

We're looking forward to having you start as [Job Title] on [Start Date]. To get you set up and paid on time, please complete the items below by [Deadline].

Complete online here: [Portal Link]

- Personal and emergency contact information
- Federal Form W-4 [and state withholding form for [State]]
- Direct deposit authorization
- Employee handbook acknowledgment
- [Confidentiality / IP agreement]
- Form I-9, Section 1 (employment eligibility)

Bring on your first day: original, unexpired documents for Form I-9, Section 2. You can choose which documents to present from the list of acceptable documents here: [I-9 Documents Link]. For example, a U.S. passport alone works, or a combination such as a driver's license plus a Social Security card. The choice is yours.

The portal saves your progress, so you can do it in a few sittings. Most people finish in about 30 minutes.

If you get stuck, reply to this email or call me at [Phone Number].

[Your Name]
[Title], [Company]

MISSING ITEMS

Subject: A few items still needed before [Start Date]

Hi [First Name],

Thanks for completing most of your onboarding paperwork. We still need:

- [Missing Item 1]
- [Missing Item 2]

You can finish them here: [Portal Link]. Without [e.g. your direct deposit form], we'll have to pay you by [paper check / pay card] for your first pay period.

Could you complete these by [Deadline]? Let me know if anything is unclear.

[Your Name]
[Title], [Company]

REMOTE HIRE

Subject: Your onboarding documents and I-9 verification

Hi [First Name],

Welcome aboard. Since you'll be working remotely, here is how we'll handle your paperwork:

1. Complete your forms online by [Deadline]: [Portal Link]
2. Complete Form I-9, Section 1, no later than your first day.
3. For Section 2, [we'll verify your documents on a live video call on [Date] at [Time] / an authorized representative near you will review your original documents in person]. Choose which documents to present from the acceptable documents list: [I-9 Documents Link].

Your equipment ships on [Ship Date] to the address you provided. Please let me know right away if that address has changed.

[Your Name]
[Title], [Company]

HIGH-VOLUME / HOURLY

Subject: [First Name], finish your paperwork to start [Start Date]

Hi [First Name],

You're all set to start as a [Job Title] on [Start Date] at [Start Time]. Last step: complete your hiring forms on your phone (about 20 minutes): [Portal Link]

Please finish by [Deadline] so you're paid on time.

On day one, bring original documents that show your identity and that you can work in the U.S. You choose which ones from this list: [I-9 Documents Link].

Questions? Text us at [Text Number].

[Company] Hiring Team

SUBJECT LINE IDEAS

- Action needed: your new hire paperwork for [Start Date]
- Complete your onboarding forms before day one
- Your pre-employment documents checklist
- A few items still needed before [Start Date]
- What to bring on your first day at [Company]
- Your onboarding documents and I-9 verification
- [First Name], finish your paperwork to start [Start Date]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Company] HR. Please complete your new hire forms by [Deadline] so you're paid on time: [Portal Link]. On day one, bring original ID/work authorization documents of your choice from the I-9 list. Questions? Reply here. Reply STOP to opt out.

Placeholders to replace: [First Name], [Job Title], [Start Date], [Start Time], [Deadline], [Portal Link], [I-9 Documents Link], [State], [Missing Item 1], [Ship Date], [Text Number], [Your Name], [Title], [Company], [Phone Number]