New hire paperwork reminder email

Send the first reminder two to three days after the paperwork request if forms are still incomplete, and a final reminder two business days before the start date. Send I-9 reminders around the first day and third business day.

FRIENDLY FIRST REMINDER

Subject: A few onboarding forms left before [Start Date]

Hi [First Name],

We're looking forward to having you start on [Start Date]. To get you set up for payroll and system access, there are still a few forms to finish:

- [Outstanding Form 1, e.g. Form W-4 (federal tax withholding)]
- [Outstanding Form 2, e.g. Direct deposit authorization]
- [Outstanding Form 3, e.g. Emergency contact form]

You can complete them here in about [Minutes] minutes, on a phone or computer: [Onboarding Portal Link]

Please finish by [Paperwork Deadline]. If you get stuck or have a question about any form, reply to this email or call [Phone Number].

Thanks,

[Your Name]
[Title], [Company]

FORM I-9 REMINDER

Subject: Form I-9: what you need for your first day

Hi [First Name],

A quick reminder about Form I-9, which every new employee in the US completes to verify identity and employment authorization.

- Section 1: please complete it by your first day, [Start Date]. [Link to Section 1]
- Documents: within three business days of starting, you'll need to show original, unexpired documents from the Lists of Acceptable Documents. You choose which documents to present: either one from List A, or one from List B plus one from List C. The full list is here: [I-9 Acceptable Documents Link].

[Document review will take place with [Name] at [Location / via Remote Process].]

If you have any questions about the form, I'm happy to help.

Thanks,

[Your Name]
[Title], [Company]

FINAL REMINDER BEFORE START

Subject: Action needed: onboarding forms due [Paperwork Deadline]

Hi [First Name],

Your start date of [Start Date] is coming up, and these forms are still open:

- [Outstanding Form 1]
- [Outstanding Form 2]

We need them by [Paperwork Deadline] to [set up your pay / issue your badge and system logins] in time for day one. Without them, [consequence in plain terms, e.g. your first paycheck may arrive as a paper check / you may spend part of your first morning on paperwork].

Complete them here: [Onboarding Portal Link]

If something is stopping you, such as a missing document or a question about benefits, just tell me and we'll sort it out.

Thanks,

[Your Name]
[Title], [Company]

SHORT HOURLY / HIGH-VOLUME VERSION

Subject: [First Name], finish your paperwork before [Class Start Date]

Hi [First Name],

You have [Number] forms left to finish before training starts on [Class Start Date]. It takes about [Minutes] minutes on your phone:

[Onboarding Portal Link]

On day one, bring original documents for your Form I-9 (see the list in the portal).

Questions? Reply here or text [Text Number].

[Company] Onboarding Team

SUBJECT LINE IDEAS

- A few onboarding forms left before [Start Date]
- Action needed: onboarding forms due [Paperwork Deadline]
- Form I-9: what you need for your first day
- [First Name], finish your new hire paperwork
- Quick reminder: your onboarding checklist
- [Number] forms left before your first day
- Set up your pay: complete your direct deposit form

SMS / WHATSAPP VERSION

Hi [First Name], it's [Company] onboarding. You have [Number] forms left before your start on [Start Date]. Takes about [Minutes] min on your phone: [Onboarding Portal Link]. Please finish by [Paperwork Deadline]. Questions? Reply here. Reply STOP to opt out.

Placeholders to replace: [First Name], [Company], [Start Date], [Class Start Date], [Paperwork Deadline], [Onboarding Portal Link], [Outstanding Form 1], [Outstanding Form 2], [Number], [Minutes], [I-9 Acceptable Documents Link], [Text Number], [Your Name], [Title], [Phone Number]