EMPLOYER COMPANY   
ATTN: NAME

EMPLOYER ADDRESS

EMPLOYER ADDRESS

DATE

Re: CLIENT NAME

Work Authorization

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Please be advised that I represent CLIENT NAME in her immigration matters. I am writing to verify that Ms. NAME is currently authorized to work in the United States pursuant to the U.S. Citizenship and Immigration Service’s automatic extension policy, despite the recent expiration of her Employment Authorization Document (EAD).

Pursuant to the automatic extension policy, EAD holders under certain categories, including Ms. NAME’s category of (c)(08), remain legally authorized to work following the expiration of their EAD card if they submit an application for renewal of their employment authorization before the expiration date of the previous EAD. See Automatic Extension Policy, attached. Ms. NAME submitted her renewal application on DATE, prior to the expiration of her EAD on DATE. See I-765 Receipt Notice, attached. Ms. NAME therefore remains legally authorized to work in the United States by law.

As I’m sure you are aware, the law prohibits employers from discriminating against workers who have permission to work in the United States based on their citizenship status or national origin, including by terminating them or refusing to offer employment. 8 U.S.C. § 1324b. Citizenship status includes current or prior immigration status. Further, employers are not allowed to request more or different documents than are required by law to verify a worker’s permission to work in the United States.

Please feel free to contact me at your convenience if there are any questions about this matter.

Sincerely,

Sender Name [Signature style]

Company Role

Second or subsequent page of letter.

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