[Your firm name and logo]

[Company legal name]
[Street address, city], Michigan [ZIP]
[Date]
To: [Employee full name]
Re: Your new hire paperwork, start date [start date]

Dear [Employee first name],

Welcome
Welcome to [Company legal name]. This packet holds the forms we need before your first paycheck, both federal and for the State of Michigan.

Federal forms
Please complete Section 1 of the enclosed Form I-9 by your first day, and bring original documents of your choice from the lists printed on it. Complete the federal Form W-4 for income tax withholding.

Michigan withholding
Please complete the enclosed Form MI-W4 and return it on or before your first day. Without it, Michigan law requires us to withhold state tax with no exemptions.

Earned sick time
The enclosed notice explains the earned sick time you will receive, how we count our year ([benefit year]), how to use it and your right to file a complaint. Please sign the receipt at the bottom.

Work permit (optional)
Because you are under 18, Michigan requires you and [Company legal name] to register with the Department of Labor and Economic Opportunity before you start. We will confirm your first shift once the department sends its notice.

Company forms (optional)
Also enclosed are our direct deposit form, emergency contact form and handbook acknowledgment. A voided check or a bank letter completes the direct deposit form.

Return
Please return the signed forms to [Your name] by [date], in person or through [upload link]. We report your hire to the State of Michigan, as the law requires of every employer.

Sincerely,
[Your name]
[Title]
[Phone] | [Email]