

Insert Letterhead

Insert Date

NOTE: THIS LETTER SHOULD BE IN THE EMPLOYEE'S NATIVE LANGUAGE.

Employee Name

Employee Address

City, State Zip

RE: Requirements for H-2B Workers to Leave the U.S.

Dear Sir/Madam:

This letter is in reference to your temporary employment in the United States under the H-2B provisions of the Immigration and Nationality Act.

As your employer, **Name of Company** is informing you that according to applicable regulations, you are required to leave the U.S. at the end of your authorized period of stay provided by the Department of Homeland Security (DHS) or at the time of your separation from **Name of Company**, whichever is earlier. The date you are required to leave the U.S. may change given any extension or change of your status or grace period, according to DHS regulations.

Also, **Name of Company** is legally responsible for your return transportation costs if you are dismissed before the end of your authorized period of stay.

A copy of the regulations can be found at the following web address: <http://www.dol.gov/federalregister/PdfDisplay.aspx?DocId=21887>. If you have additional questions, please contact the Wage and Hour Division of the U.S. Department of Labor at 1-866-4USWAGE or visit <http://www.dol.gov/whd/>.

Sincerely,

Signature block of person signing the letter