

PRINT ON COMPANY LETTERHEAD

MEMORANDUM

DATE:

TO: [Either: "All [Employer Name] Employees," or Insert Individual Employee Names]

FROM: [Name and Department]

SUBJECT: IMPORTANT NOTICE TO EMPLOYEES REGARDING INTERNAL I-9 EMPLOYMENT ELIGIBILITY VERIFICATION AUDIT

Dear [Employee],

[Employer Name] is conducting a routine internal audit to review all employee I-9 forms, which are used to verify employment eligibility in accordance with federal law. This is a standard practice to ensure compliance with federal and state immigration regulations, and to maintain accurate records.

What this means for you:

- **Review of Documentation:** We will be conducting a review and audit of your USCIS Form I-9. You may be contacted by your HR representative to review your original Form I-9 and supporting documentation to verify accuracy and completeness. or to make needed corrections on Section 1 of the USCIS Form I-9.
- **No Action Required (for most employees):** You will not be contacted if we find that your I-9 is properly completed, and you do not need to take any action.
- **Potential Follow-Up:** In some cases, if discrepancies such as missing information or errors are found during the audit, you will be required to report to your HR representative immediately. You will be asked to provide additional or required documentation needed, or to review any other corrections we have made. Note too, that I-9 regulations require that any corrections needed on Section 1 of the USCIS Form I-9 must be made by you, so if that is the case, you will be required to make needed corrections on Section 1.

Important Points to Remember:

- **Translator or Preparer:** If you are called to review or make corrections on your USCIS Form I-9 and need the services of a translator or preparer, please notify your HR representative when you are called.
- **Confidentiality:** All information related to your I-9 form will be treated with the utmost confidentiality.
- **Non-Discrimination:** This review process is not intended to question your employment status, but to ensure our records are accurate and compliant with federal law and regulations. This audit is solely to ensure compliance with employment eligibility laws and does not reflect any discriminatory intent.
- **Questions or Concerns:** If you have any questions or concerns about the I-9 audit process, please reach out to [HR contact name] at [email address] or [phone number].

NOTE: Providing false information on your I-9 form is a violation of federal and state law and could result in immediate termination of your employment, and possible serious civil or criminal legal consequences.

Please cooperate fully with the audit process by providing any required I-9 documents within 24 hours, or by making needed corrections to Section 1 of your USCIS Form I-9 when contacted by your HR representative.

Note to Employers When Preparing this Notice:

- *Consider including a timeframe for employees to review and update their I-9s if necessary.*
- *If you are conducting a partial audit using a random sample, include that information in this memorandum.*
- *If you are conducting a targeted review of specific employees' I-9s, provide more detailed information on why they are being selected for review. To conduct a "targeted review" you must have a valid business reason to do so.*