XXXXXX Library

Memo

|  |  |
| --- | --- |
| To: | I-9 File |
| From: | Your Name |
|  |  |
| Date: | Date |
| Re: | I – 9 Compliance |

Recently we learned that we are required to complete the Form I – 9 for all employees hired after November 6, 1986. Upon learning the requirement, we immediately took steps to ensure impacted employees provided appropriate documentation and all sections of the form were properly completed. The attached Form contains the dates on which it was completed and was not backdated or otherwise altered in order to appear to have been completed timely.