

Re: Form I-9 error acknowledgment for employee: _____

To whom it may concern:

In January 2026, as part of its immigration compliance efforts, the company conducted an internal audit of its Employment Eligibility Verification, Form I-9. During this audit, it was discovered that a completed Form I-9 was missing for this employee.

Consequently, the company completed a Form I-9 for this employee.

The company is not able to correct timeliness errors but understands the proper procedure and practices for the Form I-9 and will avoid this error in the future.

Employer's Representative Printed Name

Employer's Representative Signature

Title/Position

Date