

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

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 the completed Form I-9 (Section 1, Section 2, or both) was untimely completed.

The company understands that each new employee and re-hired employee who completes a new Form I-9 must complete, sign, and date Section 1 of the Form I-9 on or before the employee's first day of employment (the first day of work for pay).

The company's representative must complete Section 2 within 3 days of the employee's first day of employment.

The company is not able to correct the previously made mistake but understands the proper procedure and practices for the Form I-9 and has policies and procedures in place to avoid this error in the future.

Employer's Representative Printed Name

Employer's Representative Signature

Title/Position

Date