

Immigration Compliance Checklist

Date: _____

To: [Organization Name]

From: [Your Name/Title]

Subject: Immigration Compliance Checklist for [Organization Name]

Checklist Items:

- Verify employee immigration status.
- Complete Form I-9 for all employees.
- Maintain employee records securely.
- Ensure timely renewal of visas/work permits.
- Conduct annual audits of compliance documents.
- Provide training on immigration laws for HR personnel.
- Review company policies on hiring foreign workers.

Action Required:

Please complete the checklist by [Deadline] and submit your findings to [Contact Person].

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Title]
[Organization Name]