

Letter of Immigration Compliance Policy Update

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Department]

Subject: Update to Immigration Compliance Policy

Dear [Employee Name],

We are writing to inform you of an important update to our Immigration Compliance Policy that will take effect on [Insert Effective Date]. This update is in accordance with the latest regulations and guidelines set forth by the U.S. Citizenship and Immigration Services (USCIS).

The key changes to the policy include:

- Increased training for compliance officers.
- Revised procedures for I-9 verification.
- Updated reporting protocols for potential violations.
- Enhanced employee rights notifications.

It is critical that all employees understand these changes and how they may impact your role within the company. Please ensure you review the updated policy document which has been attached for your reference.

For any questions or additional clarification, do not hesitate to reach out to the HR department at [HR Contact Information].

Thank you for your attention to this important matter and for your continued commitment to compliance.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]