

# Notification of Immigration Compliance Violation

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are writing to inform you of an immigration compliance violation that has come to our attention. It is imperative that all employees comply with U.S. immigration laws and regulations.

Violation Details:

- Type of Violation: [Specify Violation]
- Date of Violation: [Insert Date]
- Description: [Provide a brief description of the violation]

As part of our commitment to maintaining compliance with applicable immigration laws, we request that you provide us with the necessary documentation to verify your eligibility to work in the United States. Please submit the requested documents by [Insert Deadline].

Failure to rectify this situation may result in further action, including termination of your employment.

If you have any questions or require assistance, please do not hesitate to contact [HR Contact Name] at [HR Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]