

I-9 Date Memo

Date:

To: Human Resources, Compensation

From (full name and title):

New Employee's Name & ID Number:

Department Name:

RE: **I-9 Date Memo**

The employee, referenced above, completed an I9 after the employment start date, because

Going forward the department is aware that every effort should be made to ensure that good communication, planning and scheduling occurs so that I9s are completed on or prior to a new employee's start date.