**Letter to Contractor**

Date

Recipient Name

Contractor Name

Email Address

Contract ID - Contract Description

Subject: State Contractor Employment Record Verification Requirement A.R.S. § 41-4401, [Note whether this is the First (21 days), Second (35 days), or Third Notice (49 days).]

Dear Recipient Name:

The Arizona Procurement Code, Employee Sanctions, A.R.S. § 41-4401 requires compliance with Federal immigration laws by State employers, State contractors, and State subcontractors.

In order to comply with those portions of A.R.S. § 41-4401 that pertain to State contractors and subcontractors, please complete the attached State Contractor Employment Record Verification Form and Employee Verification Worksheet no later than *[insert* due date. For first notice, allow 21 days; for 2nd notice, allow additional 14 days, for a total of 35 days; and for *3rd* notice, allow yet another 14 days for a total of 49 days for the contractor to respond.]

Return the completed form to[insert your email or physical mailing address].

*Failure to comply with this State audit process* to randomly verify the employment records of contractors and subcontractors shall be *deemed a material breach of the contract, and the contractor may be subject to penalties up to and including termination of the contract*.

Questions concerning this requirement should be directed to [insert contact name and telephone number]. I look forward to your response and thank you for your compliance with this legal requirement for state contractors.

Respectfully,

Your Name

Your Title

Your Contact Info

Cc: Contract file