

PF letter employer found non-compliant pre-December 1

<Insert date>

<Insert ER Operating name>

<Insert Business Mailing Address>

Dear <insert ER Operating name>:

This is in reference to your Offer of Employment submitted for each of the foreign nationals identified in Annex A and the inspection that took place on <insert date of selected for inspection letter > under the International Mobility Program (IMP) to verify <your, your company's, or your organization's> compliance with the conditions imposed under sections 209.2 of the Immigration and Refugee Protection Regulations (IRPR).

The inspection has been completed. IRCC has reviewed all information and documents on file, including <insert evidence considered, e.g. tip line, evidenced gathered during inspection, information provided by employer, etc.>, and we have concerns that you are non-compliant with the following conditions: <Insert non-compliance of conditions and summary>

Before an officer makes a determination, you have the opportunity to provide any relevant information and justifications set out in sections 209.2(3) or (4) of IRPR. You have 30 days from the date of this letter to provide written submission after which a determination can be made. If you require an extension to provide written submissions, you must request one within 15 days from the date of this letter.. An officer may extend the period if there is a reasonable explanation justifying the extension request.

If a determination is made that <insert your name, your company's name or your organization's name> did not comply with any program conditions and that the failure was not justified, you will be notified and, <insert your name, your company's name or your organization's name> and address will be added to a public list on the Citizenship and Immigration Canada website. As a result foreign nationals will be prohibited from working for <insert your name, your company's name or your organization's name> for a period of two years from the date of the determination. Furthermore, any work permits issued to foreign nationals working for you may be revoked.

Unless otherwise instructed, we recommend that you provide us with a scanned copy of the original document(s) by sending as attachments in an email to IRCC.CMBIMPInvestigations-EnquetesPMIDGRC.IRCC@cic.gc.ca. If you are unable to do so, please forward your documents by mail to the address below:

Immigration, Refugees & Citizenship Canada
Case Management Branch – JETN 12th Floor
300 Slater Street
Ottawa, Ontario K1A 1L1
Attn: Manager, Employer Compliance & Investigations Unit

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IRCC will contact you for further information and/or clarification should it be required.

If you have any questions, please contact IRCC.CMBIMPInvestigations-EnquetesPMIDGRC.IRCC@ci.gc.ca.

Issued by

<First name, last initial>

Investigative Analyst

IMPORTANT: If the documents contain personal information such as a social insurance number, names of employees other than <TFW name>, or personal financial codes/bank account numbers, as an employer, it is your obligation to protect this information. **Please ensure this information is redacted prior to forwarding the documents to IRCC.**

REDACTION INSTRUCTIONS

To ensure that supporting documents are properly redacted, you (the employer) must:

- Step 1** - Make one photocopy of the original document that contains personal information.
- Step 2** – Using a black marker, black out the personal information on the photocopy.
- Step 3** - Make two photocopies of the blacked out copy from “Step 2” or scan the blacked out version.
- Step 4** - Submit one photocopy to IRCC for the review and keep one copy for your records.

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ANNEX A: OFFERS OF EMPLOYMENT INSPECTED

Business Operating Name:

(A) Inspection Period From - To	(B) NAME: FAMILY, Given	(C) Date of Birth (YYYY-MM-DD)	(D) Position (Title and NOC)