

Date: [Insert Date]

To: [Candidate Name]

Address: [Candidate Address]

Subject: Warning Regarding Falsification of Candidate Qualifications

Dear [Candidate Name],

This letter serves as a formal warning regarding discrepancies discovered during the verification of your application materials for the position of [Job Title].

Upon review of your [Resume/CV/Application Form], it has come to our attention that the following information provided by you appears to be inaccurate or falsified:

- [Specify discrepancy, e.g., Degree from University Name]
- [Specify discrepancy, e.g., Employment dates at Company Name]
- [Specify discrepancy, e.g., Professional Certification]

Providing false, misleading, or incomplete information during the recruitment process is a serious violation of [Company Name]'s hiring policies. Our records indicate that you signed an attestation confirming that all information provided in your application was true and accurate.

You are requested to provide a written explanation and supporting documentation to clarify these discrepancies by [Insert Deadline Date/Time].

Please be advised that failure to provide a satisfactory explanation or proof of qualifications may result in the immediate withdrawal of your employment offer or, if employment has already commenced, disciplinary action up to and including immediate termination of employment.

Sincerely,

[Your Name]

[Your Title]

[Company Name]