

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Employee ID: [ID Number]

Subject: Notice of Termination of Employment - Misrepresentation of Credentials

Dear [Employee Name],

This letter serves as official notification that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision has been made following a formal investigation into the credentials provided during your application and hiring process. It has been confirmed that you misrepresented the following information:

- [List specific falsified credential, e.g., University Degree]
- [List specific falsified credential, e.g., Professional Certification]
- [List specific falsified credential, e.g., Previous Employment History]

The provision of false or misleading information is a direct violation of [Company Name]'s Code of Conduct and employment policies. Our hiring decisions are based on the integrity of the information provided by candidates, and the falsification of professional qualifications constitutes a fundamental breach of trust and a failure to meet the requirements of your position.

Final Pay and Benefits:

Your final paycheck, including payment for hours worked up to this date and accrued vacation time (if applicable), will be [issued via direct deposit / mailed to your address] on [Date]. Your benefits coverage will end on [Date].

Company Property:

Please return all company property, including keys, identification badges, laptops, and any proprietary documents, to [Department/Name] by [Time/Date].

Please refrain from contacting company clients or accessing company systems effective immediately.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]