

Suspicion of Resume Fraud Inquiry

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Legal Counsel's Name]

[Law Firm's Name]

[Firm Address]

[City, State, Zip Code]

Dear [Legal Counsel's Name],

I am writing to formally inquire about a matter of suspected resume fraud that has come to our attention regarding [Candidate's Name], who applied for the position of [Job Title] at [Your Company].

We have noted several discrepancies in the information provided in [his/her/their] resume, including [briefly list the discrepancies]. In light of these findings, we believe it is essential to investigate this matter further.

We would appreciate your guidance on the appropriate steps to take, including any legal implications we should be aware of and how to proceed with potential disciplinary action if fraud is confirmed.

Please let us know your availability for a meeting to discuss this further. Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company]