

Inquiry Regarding Suspected Resume Fraud

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]
[Date]

[HR Manager's Name]
[HR Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to bring to your attention a matter of concern regarding a potential instance of resume fraud relating to [Candidate's Name], who recently applied for the [Position Name] at our company.

Upon reviewing the candidate's application, I have come across certain discrepancies that warrant further investigation. Specifically, [mention specific concerns such as conflicting employment dates, unverifiable skills, etc.].

I believe it is important to ensure the integrity of our hiring process, and I would appreciate your assistance in verifying the information provided by the candidate. Please let me know if you need any additional details or if there are specific protocols we should follow in investigating this matter.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]