

Departure Letter

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Departure Following Resume Discrepancies

Dear [Employee Name],

We regret to inform you that, following a review of your employment records and your submitted resume, we have identified discrepancies that do not align with our standards and expectations.

Effective immediately, your employment with [Company Name] is terminated. We appreciate the contributions you have made during your time here, and we wish you success in your future endeavors.

Please arrange to return any company property and finalize your exit procedures with Human Resources.

Should you have any questions, feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]