

Formal Notice of Resume Falsification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Consequences Due to Falsification of Resume

We are writing to formally address the findings regarding your employment application and resume submitted on [Insert Date]. It has come to our attention that there are discrepancies in the information provided, specifically [insert details of falsification].

As per our company policy, falsification of resume or application materials may lead to serious consequences, which can include termination of employment or withdrawal of a job offer. Therefore, we encourage you to provide any clarification regarding this matter by [insert response deadline].

Failure to address this situation may result in immediate action as outlined in our employee handbook.

Thank you for your attention to this serious matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]