

Termination of Employment

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [date]. This decision has been made due to the inaccuracies found in your resume submitted during the application process.

Upon review, we identified discrepancies concerning [brief description of inaccuracies]. These inaccuracies violate our hiring policies and affect the trust that is essential for your role in our organization.

Please arrange to return any company property in your possession. You will receive your final paycheck including any accrued vacation days, in accordance with state law.

We wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]