

Employment Cessation Letter

Date: [Insert 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 [Insert Termination Date] due to findings related to misrepresentation during the hiring process.

Upon review, it has come to our attention that the information provided by you regarding [specific details of the misrepresentation] was not accurate. This constitutes a breach of our employment policies and has led to our decision to cease your employment.

Please return any company property in your possession by [Insert Return Date]. Your final paycheck, which includes payment for all worked hours and any accrued leave, will be processed according to our standard payroll schedule.

If you have any questions regarding this matter, please feel free to contact [HR Contact Name] at [Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]