

# Employment Termination 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] is terminated effective immediately. This decision is based on the findings that you misrepresented your qualifications during the hiring process.

It has come to our attention that the information you provided regarding your [specific qualifications, certifications, or experience] was inaccurate. This misrepresentation violates our company policies and has led to a breach of trust in your role.

You will receive your final paycheck, including any accrued vacation days, which will be processed in the next payroll cycle. Please return any company property, including keys, documents, and electronic devices, by [specified date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]