

Notice of Termination

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is hereby terminated effective immediately. This decision is based on discrepancies found in the information provided in your resume during the hiring process.

Upon reviewing your application, it has come to our attention that [briefly describe the inaccuracies, e.g., false work experience, incorrect education credentials, etc.]. These inaccuracies are a violation of our trust and expectations for integrity in our hiring process.

Please arrange to return any company property in your possession by [insert date]. Your final paycheck will be sent to you via [method of payment] within the next [time frame].

We encourage you to be honest and transparent in your future endeavors and wish you the best moving forward.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Contact Information]