

Official Termination Letter

Date: [Insert Date]

To: [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 immediately due to dishonesty in your application for employment.

Upon review of your application and related documents, we found discrepancies that violate the company's trust and policies. Maintaining integrity in our hiring procedures is paramount, and we cannot overlook this breach.

We request that you return any company property in your possession by [Return Date]. You will receive your final paycheck, including any accrued vacation pay, in accordance with company policies.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]