

Separation Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Company's Name]

Subject: Separation Notice for Misleading Statements During Hiring

Dear [Employee's Name],

We are writing to formally notify you of your separation from [Your Company's Name], effective immediately. This decision has been taken due to the discovery of misleading statements made by you during the hiring process, which are in violation of our company policies.

It is imperative that our organization maintains a high standard of integrity and honesty, and as a result, we have no choice but to terminate your employment.

You will receive your final paycheck, including any accrued vacation days, in accordance with state laws.

Please return any company property you may have in your possession by [insert date].

If you have any questions regarding your final paycheck or the return of company property, please do not hesitate to reach out to [Contact Person's Name] at [Contact Person's Email/Phone Number].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Contact Information]