

Termination Notice

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 as of [termination date]. This decision has been made due to misrepresentation during the employment application process.

Specifically, it has come to our attention that [describe the misrepresentation, e.g., false information regarding qualifications, work history, etc.]. This misrepresentation is a violation of our company's policies and has led to a breach of trust.

Your final paycheck, including any accrued vacation days, will be provided to you in accordance with our standard payroll procedures.

Please return all company property, including [list items, e.g., ID badge, company laptop, etc.], by [return date]. Failure to do so may result in further action.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]