Termination Notification

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] will be terminated effective immediately due to the discovery of false credentials submitted during the hiring process.

This decision is based on our investigation conducted in accordance with our company policies and procedures. The integrity of our hiring process is of utmost importance to us, and we cannot compromise on this matter.

You are required to return any company property in your possession, and your final paycheck will be processed according to state regulations.

Should you have any questions regarding this decision or the process ahead, please feel free to reach out to our HR department.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]