

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated effective immediately, [Date], for cause due to fraudulent misrepresentation.

The company has conducted a thorough investigation and determined that you provided false and misleading information regarding [specify details, e.g., your educational credentials, previous work experience, or professional certifications] during the hiring process. Specifically, [provide brief description of the discovery].

The company relies on the integrity of the information provided by employees. This misrepresentation constitutes a fundamental breach of trust and a violation of company policy. Consequently, your employment is being terminated for cause.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked through today, will be issued on [Date].
- Your access to all company systems, email, and property must be surrendered immediately.
- Details regarding your [COBRA/Health Insurance/Retirement Plans] will be sent to you under separate cover.

Please return all company property, including keys, identification badges, laptops, and mobile devices, by [Time/Date] to [Name/Department].

You are reminded of your ongoing obligations regarding [confidentiality/non-disclosure agreements] that you signed at the commencement of your employment.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]