

[Your Name]
[Street Address]
[City, ST ZIP Code]
September 29, 2003

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear **[Recipient Name]**:

This letter will confirm our discussion regarding your termination. Your employment with this company is terminated, effective today, because of falsified information on your employee application.

Unfortunately, your action in this matter leaves us no choice. Our application form clearly states that falsifying information will lead to disciplinary action, up to and including dismissal.

Sincerely,

[Your Name]
[Title]

Sample Letter Written Warning Falsifying Documents

Chao Zhang

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name Chao Zhang.

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