

mark

Type your return address here

March 11, 2004

[Click **here** and type recipient's address]

Dear [Click **here** and type recipient's name],

This letter will confirm our discussion. 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,

mark

[Click **here** and type job title]