To:

Employee Name  
Job Title  
Department

From:

Supervisor Name  
Job Title

06 June 20XX

Subject: Written Warning for Misinterpreting Qualification

This letter serves as a formal admonition for your unethical conduct with the [COMPANY NAME].

You were asked by your qualification at the time of hiring, in the registration procedure, and in your curriculum vitae as well. Unfortunately, after gathering references it has come to our notice that you misinterpreted that information, which is highly unacceptable.

A cross-examination was held on (date) to inquire about your qualification, specifically about (qualification name and institution), but you failed to provide authentic information and misinterpreted your qualification in that cross-examination as well.

The repeated violation of ethical behavior and professional communication along with misinterpretation of information has dug the final nail in the coffin. We highly discourage these practices and do not believe in hiring people based on misinterpreted facts as it has a negative impact on the company. Moreover, it will also lead to a show of killing of merit by the company.

This is a final letter, stating that you have been dismissed from the company, effective immediately. Your pending dues shall be cleared by the accounts and audit department. You shall not receive any reference letter from the company due to misconduct.

Yours sincerely,

[Supervisor name]  
[Supervisor position]

I acknowledge that I have been afforded the opportunity to review and sign the correspondence before being placed in my personal file.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employee                     Date                                                         Signature