Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:  
Name of the recipient  
Address of the recipient,

From:  
Name of the manager,  
Company’s name:  
Contact details

**Subject: Warning for submitting a fake recommendation letter**

Dear Mr. (mention the name of the employee),

Please consider this letter as a formal warning from (mention the name of the company) on submission of a fake letter of recommendation. You were asked to submit a recommendation from your former boss on 15th September 20XX. The very next day, you submitted the letter. However, when the company tries to verify to check if the document is authentic or not, it turned out that the document that you submitted was fake since the recommender refused to have recommended you ever.

Misleading the company is a serious offense and it ruins the reputation of the person also. Since your performance at the workplace is much better, the company has decided to let you off for once. Remember that the company would take no time in dispensing your services in the future if you repeated the same act in the future.

If you have anything to say to defend yourself, feel free to contact my assistant.

Yours sincerely,

Signatures of the sender

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