Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This warning letter is being issued to you as you overstated your qualifications and experience in your resume provided to us.

We needed to fill the vacancy on an urgent basis which is why you did not have to go through the detailed procedure of hiring. We hired you based on your stated experience and skills which are untrue. You indicated an expertise over the XYZ software while you do not even know its basic tools. You had mentioned French as one of the languages you can converse in but when a client came from France, you could not converse beyond a hello. There were other untruthful statements as well.

We are not firing you immediately, but you need to provide a new correct resume till 29th January 2019. Also, if any untruthful communications occur in future, we would be forced to terminate you.

We hope you would avoid such behavior in the future.

With thanks,

Name Here

Your Title