

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Subject: Unemployment Confirmation Letter

Dear [Recipient Name],

I am writing to confirm my current unemployment status as of [Date]. I have been laid off from my previous position as [Your Job Title] at [Company Name] due to [reason for unemployment, e.g., company downsizing, closure].

Details of my employment are as follows:

- **Employers Name:** [Company Name]
- **Employment Duration:** [Start Date] to [End Date]
- **Job Title:** [Your Job Title]

I am currently seeking new employment opportunities and have applied for unemployment benefits to assist me during this transitional period.

Please feel free to contact me should you require any additional information or documentation regarding my unemployment status.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]