

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

Subject: Notification of Termination and Unemployment Benefits

I am writing to formally notify you that I am terminating my employment with [Company Name], effective [Last Working Day, e.g., October 31, 2023]. This decision has not been easy, but I believe it is necessary for my personal and professional growth.

In accordance with Ohio law, I would like to inquire about the process for claiming unemployment benefits following my termination. Please provide any necessary documentation and instructions that I will need to complete this process.

Thank you for the opportunities I have received during my time at [Company Name]. I appreciate your understanding and support regarding this transition.

Sincerely,
[Your Name]