

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Tennessee Department of Labor and Workforce Development]  
[Address]  
[City, State, Zip Code]

Subject: Termination of Unemployment Benefits

Dear [Recipient Name],

I hope this letter finds you well. I am writing to officially request the termination of my unemployment benefits effective immediately.

My details are as follows:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Claim ID: [Your Claim ID]

Due to [reason for termination, e.g., securing new employment, change in personal circumstances], I believe it is appropriate to terminate my benefits.

Please confirm the receipt of this request and any further steps I may need to undertake.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]