

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address the recent decision regarding my employment with [Company's Name].

As you are aware, I was informed on [date of notification] that my position as [Your Job Title] would be terminated due to [reason for job loss, if known]. This news came as a surprise to me, and I would like to take this opportunity to express my gratitude for the experiences and opportunities I have had while working at [Company's Name].

I would appreciate any additional information you can provide regarding the decision-making process and the factors that contributed to my termination. Also, if possible, I would like to discuss options regarding my benefits and any potential severance package.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,
[Your Name]