

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to acknowledge the recent communication regarding my job loss due to [reason for job loss, e.g., company restructuring, layoffs].

I want to express my gratitude for the opportunities I have had while working at [Company Name]. My experiences here have been invaluable, and I am thankful for the support from my colleagues and management.

I understand the complexities involved in these decisions and respect the challenges faced by the company. While this news is difficult to accept, I am committed to moving forward and exploring new opportunities.

Please let me know if there are any additional steps I need to take regarding my departure or if there are resources available to assist with my transition.

Thank you once again for the support during my time at [Company Name]. I wish you and the team all the best in the future.

Sincerely,
[Your Name]