

[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 inform you about a recent change in my employment status.

Due to [brief explanation of the reason for job loss, e.g., company downsizing, restructuring, etc.], I was unfortunately let go from my position at [Former Company Name] on [Date of Job Loss]. This decision was not a reflection of my performance but rather a necessary step taken by the company.

During my time there, I [mention key contributions or experiences] which I believe will be invaluable as I seek new opportunities. I am now actively looking for positions that align with my skills in [your field/industry] and would greatly appreciate any assistance or guidance you may be able to offer.

Thank you for your understanding, and I hope to stay connected moving forward.

Best regards,

[Your Name]