

[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],

I hope this message finds you well. I am writing to formally notify you of my current unemployment status, effective [last working date].

Due to [brief explanation of circumstances, e.g., company downsizing, personal reasons], I am no longer in a position to fulfill my job responsibilities at [Company Name]. I appreciate the opportunities I have had during my time with the company and am grateful for the experiences gained.

Please let me know if there are any forms or procedures I need to complete to finalize this process. I wish the team continued success and hope to stay in touch in the future.

Thank you for your understanding.

Sincerely,

[Your Name]