

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

[Ohio Department of Job and Family Services]
[Office Address]
[City, State, ZIP Code]

Subject: Reemployment Notification

Dear [Recipient's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to formally notify the Ohio Department of Job and Family Services of my successful reemployment as of [date of reemployment].

I have accepted a position with [Company Name] as a [Job Title], and my starting salary is [Salary/Hourly Rate]. I believe this new opportunity will significantly contribute to my professional growth and stability. Please find attached any necessary documentation, including my offer letter and any HR forms required for your records.

Thank you for your assistance during my unemployment period. I appreciate the support provided to me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]