

[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 am writing to formally document my separation from employment at
[Company's Name] effective [Last Working Day, e.g., October 31, 2023].

The reason for my separation is [brief explanation of reason such as
voluntary resignation, layoff, etc.].

This letter serves to fulfill any requirements for unemployment benefits
as required by the Ohio Department of Job and Family Services.

I would like to express my gratitude for the opportunities and
experiences I gained during my time at [Company's Name].

Please let me know if you require any further information or
documentation regarding my separation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]