

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

[Recipient's Name]  
[Company/Organization Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Unemployment Status Notification

I hope this message finds you well. I am writing to formally notify you of my current unemployment status and to provide necessary details regarding my situation.

**\*\*Personal Information\*\***

- Full Name: [Your Full Name]
- Social Security Number (last four digits): [XXX-XX-XXXX]
- Last Employment: [Your Job Title] at [Company Name]
- Employment Dates: [Start Date] to [End Date]

**\*\*Reason for Unemployment\*\***

[Briefly explain the reason for your unemployment, e.g., layoffs, company closure, personal matters, etc.]

**\*\*Current Status\*\***

As of [Date], I am actively seeking employment opportunities in [Industry/Field]. I have attached my resume and any relevant documents for your records.

**\*\*Request for Assistance\*\***

I would appreciate any guidance or resources you can provide regarding potential job openings, networking opportunities, or support services that may assist me during this transition.

Thank you for your attention to this matter. I look forward to any assistance you may be able to offer.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]