

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in good spirits. I am writing to address my recent temporary unemployment situation due to [briefly explain reason, e.g., company downsizing, personal circumstances].

I want to express my gratitude for the opportunities and experiences I've had during my time with [Company Name]. This unexpected change has been challenging, but I remain optimistic about future possibilities.

During this period, I am focused on [mention any plans for seeking new opportunities, furthering skills, etc.], and I sincerely hope to remain connected with [Company Name] and my colleagues. Your support during this transition means a great deal to me.

Thank you for your understanding, and I look forward to staying in touch.

Warm regards,

[Your Name]