[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Unemployment Verification for [Employee's Name]

Dear [Recipient's Name],

I am writing to verify the unemployment status of [Employee's Name], who was previously employed at [Company Name] as a [Employee's Position]. Our records indicate that [Employee's Name] was employed with us from [Employment Start Date] until [Employment End Date].

During their tenure at [Company Name], [Employee's Name] consistently demonstrated exceptional professionalism, dedication, and a strong work ethic. They were responsible for [briefly mention employee's main duties and responsibilities], and consistently delivered high-quality results.

However, due to unforeseen circumstances and the recent economic downturn, we were regrettably forced to downsize our workforce, resulting in the termination of [Employee's Name]'s employment. We deeply regret having to part ways with such a valuable team member.

Since their departure, [Employee's Name] has been actively seeking suitable employment opportunities within their field. They have diligently utilized available resources, such as job search websites, networking platforms, and participating in career development programs to enhance their skills and increase their chances of successful reemployment.

To the best of our knowledge, as of the date of this letter, [Employee's Name] remains unemployed. We have not received any communication indicating they have secured new employment. However, we understand that circumstances may change, and we kindly request that you inform us promptly if [Employee's Name] obtains new employment.

Should you require any additional information or have any further inquiries, please do not hesitate to contact me at [Your Phone Number] or via email at [Your Email Address].

Thank you for your attention to this matter. Your cooperation in verifying [Employee's Name]'s unemployment status is greatly appreciated. We wish [Employee's Name] the best in their job search endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]