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| |  | | --- | |  | | **Proof of Unemployment Letter** | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:**  Proof of Unemployment Letter | |  | | Dear[Recipient's Name], | | I am writing to provide proof of unemployment for [Employee's Name], who was formerly employed at [Company Name]. [Employee's Name] worked for our company as a [Job Title] from [Start Date] to [End Date].  Unfortunately, due to the circumstances beyond our control, we had to lay off [Employee's Name] from their position on [Layoff Date]. Since then, [Employee's Name] has not been employed by our company or any other organization.  We understand that [Employee's Name] is currently applying for [unemployment benefits/other assistance], and we are happy to provide this letter as proof of their unemployment status. We can confirm that [Employee's Name] is no longer employed by our company and has not been rehired since their layoff.  If you require any further information or documentation, please do not hesitate to contact us. We are happy to provide any assistance we can.  Sincerely,  [Employer’s Name]  [Employer’s Title]  [Company Name] | |  | |