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| |  | | --- | |  | | **Proof of Unemployment Letter**  [Company Name] | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Re:**  Proof of Unemployment Letter  Dear [Recipient's Name]  To Whom It May Concern,  This letter is to confirm that John Doe was employed at ABC Company from January 1, 20XX, to June 30, 20XX. He was employed as a Sales Associate and his last day of work was on June 30, 20XX.  Unfortunately, due to a workforce reduction, we had to terminate John's employment. He is currently unemployed and actively seeking employment.  As John's employer, we can confirm that he was a valued employee and performed his job duties to the best of his abilities during his employment with us. He was always punctual, reliable, and demonstrated good work ethics.  During his employment, John was paid an hourly rate of $15, and he received a performance bonus of $500 at the end of each quarter.  If you require any further information, please do not hesitate to contact us.  Sincerely,  [Signature]  Jane Smith  Human Resources Manager  ABC Company | |