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| |  | | --- | | **Proof of Unemployment Letter**  [Company Name] |  |  | | --- | | 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 this letter to confirm my current unemployment status, as requested. I understand that you require documentation for [reason for requiring the proof of unemployment, e.g., applying for government assistance, seeking a loan modification, etc.]. Please find the following information as proof of my unemployment:  **Personal Information:**   * **Full Name:** [Your Full Name] * **Date of Birth:** [Your Date of Birth] * **Social Security Number:** [Your SSN, if applicable]   **Employment Details:**   * My previous employer was [Name of Previous Employer]. * I was employed with [Name of Previous Employer]. from [Start Date] to [End Date], as indicated on my last pay stub and W-2 form. * My job title was [Your Job Title]. * I was laid off from my position due to [Reason for Separation, e.g., company downsizing] on [Date of Termination].   **Proof of Unemployment:**   * Attached to this letter, you will find: My termination letter from [Name of Previous Employer].. * The last pay stub I received, dated [Last Pay Stub Date]. * A copy of my most recent W-2 form, which corresponds to my employment with [Name of Previous Employer].. * Any additional documents related to my unemployment, such as documentation of my application for unemployment benefits, if applicable.   **Current Financial Situation:**   * I am actively seeking new employment opportunities and have been registered with [Local Unemployment Office or Job Placement Agency] since [Registration Date]. * I have attached a copy of my resume for your reference.   I hope that the provided information is sufficient for your requirements. If you need any further documentation or information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your prompt attention to this matter.  Sincerely,  [Your Signature]  [Your Full Name] |