Date: [Date]

To: [Employee Name]
Address: [Employee Address]

Subject: Notice of Availability of Unemployment Insurance Benefits

Dear [Employee Name],

This letter is to inform you that your employment with [Company Name] has ended effective [Termination Date].

You may be eligible to receive unemployment insurance benefits. To apply for benefits, you should contact the state unemployment insurance agency as soon as possible. Delays in filing your claim may lead to a loss of benefits.

Employer Information:
Employer Name: [Company Name]
Employer Address: [Company Address]
Employer Account Number: [Account Number]

How to File:
You can file a claim online through the [State Name] Department of Labor website at [Website URL] or by calling their office at [Phone Number].

When filing, you will likely need to provide your Social Security Number, the reason for separation, and the employer information provided above.

Sincerely,

[Name of Sender]
[Title]
[Company Name]