

# Job Seeking Disclosure Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally disclose my job seeking status to keep you informed regarding my current employment situation. As you may be aware, I am actively exploring new job opportunities that align with my career goals and aspirations.

Throughout my job search, I have encountered several exciting prospects that resonate with my skills and experience. I believe that sharing this update is essential for maintaining transparency in our professional relationship.

If you have any advice or potential leads within your network regarding suitable positions, I would greatly appreciate your assistance. Thank you for your understanding and support during this transition.

Best regards,

[Your Name]