

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[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 notify you of my job loss due to [brief explanation of the reason, e.g., company downsizing, position elimination, etc.], effective [date of job loss]. It has been a privilege to work at [Company's Name] and I deeply appreciate the opportunities I have had during my tenure.

In light of this situation, I would like to respectfully request a deferment of my final paycheck and any severance packages due to [specific reason for deferment request, e.g., waiting for confirmation of benefits, etc.]. I believe this would greatly assist me in managing the transition during this challenging time.

I appreciate your understanding and support, and I am open to discussing this matter further. Thank you for your attention to this request.

Sincerely,  
[Your Name]