

Unclaimed Property Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this letter finds you well. As a former employee of [Company Name], we are writing to inform you that there are unclaimed property funds in your name that we have been unable to distribute.

Details of the unclaimed property are as follows:

- Property Type: [Type of property, e.g., final paycheck, benefits, etc.]
- Amount: [Amount of the property]
- Last Known Address: [Employee's last known address]

To claim your property, please contact us at your earliest convenience. You may reach our HR department via email at [HR Email] or by phone at [HR Phone Number]. Please provide your current contact information so that we can process your claim promptly.

Thank you for your attention to this matter. We look forward to assisting you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]