

# Letter of Verification for Unemployment

---

**David L. Peterson**

Unemployment Claims Officer  
Department of Labor and Workforce Development  
890 State Street  
Nashville, TN 37202

Date: March 5, 2024

**Catherine M. Burke**

Loan Officer  
Community Savings Bank  
1001 Harbor Avenue  
Portland, OR 97209

Dear Ms. Catherine M. Burke,

This letter is to verify the unemployment status of Mr. Ethan J. Morris, who has filed for unemployment benefits through the Tennessee Department of Labor and Workforce Development. Mr. Morris's claim was processed and approved on February 10, 2024, following his separation from employment at Horizon Technologies, Inc., where he was employed as a Project Manager until January 30, 2024.

As per our records, Mr. Morris is currently receiving unemployment benefits as he actively seeks new employment opportunities. His weekly benefit amount is \$450, and he is expected to receive these benefits until August 10, 2024, unless he secures employment prior to this date.

Please note that Mr. Morris has complied with all requirements set forth by the Department of Labor and Workforce Development, including but not limited to, proving

his unemployment status, actively engaging in job search activities, and participating in any required reemployment services.

Should you require additional information or documentation concerning Mr. Morris's claim or unemployment benefits, please feel free to contact me directly at (615) 555-0190 or via email at [dpeterson@tnlabor.gov](mailto:dpeterson@tnlabor.gov). Our department is committed to assisting individuals during their period of unemployment and facilitating their return to the workforce.

Thank you for your attention to this verification request. We appreciate your cooperation and support in providing assistance to those in transition between employment.

Sincerely,

David L. Peterson  
Unemployment Claims Officer  
Department of Labor and Workforce Development  
[dpeterson@tnlabor.gov](mailto:dpeterson@tnlabor.gov)  
(615) 555-0190