

Employment Gap Explanation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this letter finds you well. I am writing to address a unique aspect of my career journey that may come to your attention as you review my application for the [Job Title] position.

As outlined in my resume, I have a [number of years] background in [previous industry/role]. However, between [start date] and [end date], I took a defined break from traditional employment to pursue [reason for the gap--e.g., personal development, education, caregiving]. During this time, I [mention any relevant activities--such as volunteering, taking courses, or acquiring new skills] which have equipped me with a new perspective and valuable skills that I am eager to apply in [new industry].

I am excited about the opportunity to bring my transferable skills, such as [list relevant skills], to [Company's Name] and contribute positively to your team. I believe that my unique background and dedication to continuous learning will allow me to excel in this role.

Thank you for considering my application and for your understanding regarding my employment history. I look forward to the possibility of discussing my qualifications further.

Sincerely,

[Your Name]