

# Employment Gap Explanation

[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 address a topic that often comes up in discussions regarding my professional background--my employment gap between [start date] and [end date].

During this time, I faced an unexpected layoff due to company restructuring. Although this was a challenging period, I utilized it as an opportunity to expand my skill set, engaging in [training, volunteer work, freelance projects, etc.]. I also took the time to reflect on my career goals and strategies for moving forward.

Throughout the gap, I remained committed to my professional development by [specific examples, such as completing online courses, attending workshops, or working on personal projects]. This experience has equipped me with a broader perspective and renewed motivation to contribute effectively in my next role.

I understand that employment gaps can raise concerns, but I assure you that this period has only strengthened my resilience and adaptability. I am eager to bring my enhanced skills and experiences to [Company's Name] and contribute positively to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy in further detail.

Sincerely,

[Your Name]