

Employment Gap Explanation Letter

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

[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this letter finds you well. I am writing to provide insight into the gaps in my employment history as part of my application for the [Job Title] position at [Company's Name].

Having served in the military for [number of years] years, I dedicated my life to service and developing skills such as [list relevant skills]. My transition to civilian life has also required a period of adjustment, which I believe is important to address.

After completing my service in [Month, Year], I found myself in a transition phase where I focused on [explain what you did, e.g., education, family commitments, care for a veteran, etc.]. This time allowed me to gain personal insight and reflect on my career path, leading me to pursue opportunities in [industry/field].

I am confident that the skills and discipline gained from my military experience, combined with my recent endeavors, have prepared me to contribute effectively to your team at [Company's Name]. I am eager to bring my [specific skills/traits] to the role of [Job Title].

Thank you for considering my application. I look forward to the opportunity to discuss how my background and experiences can be a valuable asset to your organization.

Sincerely,
[Your Name]