

Letter Addressing Employment Gaps

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] and to address a gap in my employment history. I took a sabbatical from [start date] to [end date] to [briefly explain the reason for your sabbatical, e.g., travel, pursue personal projects, further education, etc.]. This time allowed me to [mention any skills learned or experiences gained].

During my career prior to my sabbatical, I developed a strong foundation in [relevant skills/experience] while working at [Previous Company Name], where I [mention relevant achievements or responsibilities]. I am eager to bring my skills and experiences back into the workforce and contribute positively to your team at [Company's Name].

I am excited about the opportunity to leverage my background and the fresh perspectives I gained during my time away. I am confident that my experiences will allow me to add value to your organization.

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

Sincerely,

[Your Name]