

Employment History Clarification

Date: **[Insert Date]**

To Whom It May Concern,

I am writing to clarify my short-term employment history as part of my application process. Below are the details of my positions held:

- **Job Title:** [Insert Job Title]
Company: [Insert Company Name]
Employment Dates: [Insert Start Date] to [Insert End Date]
Reason for Short Duration: [Brief Explanation]
- **Job Title:** [Insert Job Title]
Company: [Insert Company Name]
Employment Dates: [Insert Start Date] to [Insert End Date]
Reason for Short Duration: [Brief Explanation]

I appreciate your understanding regarding my employment history. Please feel free to reach out if further information is needed.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]