

Employment Gap Explanation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Explanation of Employment Gap

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide some context regarding the gap in my employment history as part of my application for the [Job Title] position.

After being laid off from my previous job at [Previous Company Name] due to [reason for layoff], I took the opportunity to [mention any relevant activities during the gap such as skill development, freelancing, volunteering, etc.]. This time allowed me to [explain the benefit or knowledge gained from the gap].

During this period, I remained committed to staying current in my field by [mention any training, coursework, or volunteer work]. I believe that these experiences have equipped me with valuable skills and insights that I can bring to [Company Name].

I am excited about the opportunity to contribute to your team and utilize my skills in [specific skills related to the job]. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,

[Your Name]