

# Letter Template for Employment Gap

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

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

Dear [Employer's Name],

I hope this letter finds you well. I am writing to explain the employment gap in my resume due to my caregiving responsibilities for a family member. Between [start date] and [end date], I dedicated my time to providing necessary support and care, which required my full attention. This experience allowed me to develop patience, organization, and multitasking skills, which I believe will be beneficial in my professional career.

During this time, I remained committed to professional growth by [mention any relevant activities, e.g., attending online courses, freelance projects, volunteering, etc.]. I am eager to bring my skills and renewed focus back into the workforce and contribute positively to [Company's Name].

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

Sincerely,

[Your Name]