

Letter of Explanation for Employment Gap

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the gap in my employment history that may appear on my resume. The gap occurred from [Start Date] to [End Date] due to my relocation from [Old Location] to [New Location].

During this time, I was focused on settling into my new environment, which involved [brief explanation of activities during relocation, e.g., finding housing, adapting to a new city, etc.]. I took this period to reflect on my career goals and to ensure that I was prepared to re-enter the workforce in a position that aligns with my personal and professional aspirations.

Since then, I have actively sought opportunities in [specific industry or field], and I am excited about the prospect of contributing my skills to [Company's Name]. I believe my experiences and background will allow me to add significant value to your team.

Thank you for your understanding and consideration. I look forward to discussing my qualifications in more detail.

Sincerely,

[Your Name]