

# Employment Gap Explanation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[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 address a gap in my employment history that may be visible on my resume. I believe in transparency and wanted to provide some context to better understand my professional journey.

From [Start Date] to [End Date], I experienced an unexpected employment gap due to [briefly explain reason, e.g., personal circumstances, caring for a family member, health issues, etc.]. During this time, I focused on [mention any relevant activities, such as volunteer work, further education, skill development, or freelance work] that kept me engaged and allowed me to enhance my skills.

Having successfully navigated these challenges, I am now fully committed to re-entering the workforce. I am excited about the opportunity to contribute to [Company's Name] and bring my [mention skills or experiences relevant to the job] to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications and how I can be an asset to your organization.

Sincerely,

[Your Name]