

Letter of Explanation for Employment Gap

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[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 explain the gap in my employment history as you review my application for the [Job Title] position at [Company's Name].

From [Start Date] to [End Date], I took a break from my professional career to pursue further education in [Field of Study]. This decision was made to enhance my skills and knowledge, which I believe will be beneficial in my future career.

During this time, I completed [Degree/Certification] at [Institution Name], where I [briefly describe what you studied or accomplished]. This experience has made me more equipped and passionate about contributing to the workforce.

I am excited about the opportunity to bring my newly acquired knowledge and skills to [Company's Name], and I am confident that my commitment to continuous learning will allow me to make a positive impact in your team.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your organization.

Sincerely,

[Your Name]