

Employment Gap Explanation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address the employment gap in my resume, specifically the period from [Start Date] to [End Date]. During this time, I experienced a company restructuring that led to my position being eliminated.

Despite this unexpected situation, I utilized this gap to enhance my skills and broaden my professional knowledge through [any relevant courses, volunteering, or networking activities]. This experience has not only kept me engaged but has also prepared me for new opportunities in the workforce.

I am excited about the possibility of contributing to [Company Name] and believe that my background and experiences align well with the role of [Job Title You're Applying For]. Thank you for considering my application, and I look forward to the opportunity to discuss my potential contributions to your team.

Sincerely,

[Your Name]