

[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 message finds you well. I am writing to provide an explanation regarding the gap in my employment history during the period of [insert dates].

During this time, I took a deliberate career transition to [briefly explain reason for transition, e.g., further education, personal development, caregiving, etc.]. This decision was made to enhance my skills and ensure I could bring the best to my future employer.

Throughout this period, I have engaged in [mention any relevant activities such as volunteering, freelance work, courses taken, etc.], which have equipped me with [mention any skills or experiences gained]. I believe that these experiences have better prepared me for the role I am applying for.

I appreciate your understanding and consideration of my circumstances. I am excited about the opportunity to contribute to [Company's Name] and am eager to bring my skills and experiences to your team.

Thank you for your time and consideration.

Sincerely,

[Your Name]