

Sample Letter Explaining Gap in Employment

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised. With a strong background in [relevant field], I am excited about the opportunity to contribute to your team. I would like to address a period of employment gap in my resume and provide context for this time.

From [start date] to [end date], I took a break from my professional career to [brief explanation of the reason]. During this period, I [mention any constructive activities, skills gained, or relevant experiences]. This experience has not only [explain how it has positively impacted you] but also prepared me to excel in the [Job Title] role.

I am now fully committed to re-entering the workforce and bringing my expertise in [specific skills or field] to [Company Name]. I am confident that my unique experiences and skills will make a valuable contribution to your team. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]