

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Subject: Verification of Employment Gap - [Your Full Name]

Dear [Hiring Manager Name],

I am writing to provide formal clarification regarding the gap in my professional employment history from [Start Date] to [End Date].

During this period, I intentionally stepped away from the workforce to pursue continuing education and professional development to enhance my skills in [Field of Study or Industry]. I was enrolled in [Name of Institution or Program], where I successfully completed [Name of Degree, Certification, or Coursework].

This period of dedicated study allowed me to gain proficiency in [List 1-2 Specific Skills] and stay current with evolving industry standards. I am now prepared to apply this updated knowledge to the [Job Title] position at [Company Name].

Attached to this letter, please find my [Diploma/Certificate/Transcript] as verification of my enrollment and completion of these studies.

Thank you for your time and for considering my application.

Sincerely,

[Your Signature]

[Your Printed Name]