

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

[Date]

[Recipient Name or "Hiring Manager"]
[Company Name]
[Company Address]

Subject: Explanation of Employment Gap due to International Travel

Dear [Recipient Name],

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

During this period, I intentionally stepped away from the workforce to pursue an extended period of international travel through [List Countries/Regions]. This sabbatical was a planned decision aimed at personal development and gaining a broader global perspective.

During my travels, I focused on [mention 1-2 skills, e.g., language immersion, cultural research, or volunteer work]. This experience significantly enhanced my adaptability, problem-solving skills, and cross-cultural communication abilities-qualities that I believe are highly relevant to the [Job Title] position at [Company Name].

I have now concluded my travels and am fully prepared to resume my professional career with renewed focus and energy. I am eager to apply my skills and experiences to contribute to your team.

Thank you for your time and for considering my application.

Sincerely,

[Your Signature]

[Your Printed Name]