

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

[Date]

[Recipient Name]
[Recipient Title/Department]
[Company Name]
[Company Address]

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

To Whom It May Concern,

Please accept this letter as formal verification regarding the employment gap on my resume from [Start Date] to [End Date].

During this period, I was away from the workforce on maternity leave to care for my newborn child. This break was a planned period of leave dedicated to family responsibilities. Prior to this gap, I was employed at [Previous Company Name] as a [Previous Job Title].

I am now fully prepared to return to my professional career and am eager to apply my skills and experience to the [Job Title] position at [Company Name].

If you require any further documentation or information, please do not hesitate to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]