

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

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

Dear [Hiring Manager Name],

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 on a self-managed medical leave to address a personal health matter. I am writing to confirm that this leave was necessary for recovery and that the medical situation has since been fully resolved.

I am now cleared to return to work full-time without any restrictions. I am eager to resume my professional career and bring my skills in [Your Skill Set/Field] to the team at [Company Name].

Thank you for your time and for considering my application.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]