

Date: [Date]

To: [Recipient Name/Hiring Manager]

Company: [Company Name]

Address: [Company Address]

Subject: Verification of Employment Gap Due to Military Service

Dear [Recipient Name],

This letter is to formally verify that the gap in my professional employment history from [Start Date] to [End Date] was due to my active duty service in the [Branch of Military, e.g., United States Army].

During this period, I served as a [Your Rank/Job Title]. My primary responsibilities included:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

I was honorably discharged on [Discharge Date]. The skills I developed during my service, such as leadership, discipline, and strategic planning, have prepared me to contribute effectively to your organization.

I have attached my DD Form 214 (Member 4 Copy) to this letter to provide official documentation of my service dates and discharge status.

If you require any further information or additional documentation, please feel free to contact me at [Phone Number] or [Email Address].

Thank you for your time and consideration.

Sincerely,

[Your Full Name]

[Your Signature if sending by mail]