

Date: [Insert Date]

To: [Recipient Name or Hiring Manager]

Company: [Company Name]

Address: [Company Address]

Subject: Employment Verification and Explanation of Gap - [Your Name]

Dear [Recipient Name],

This letter is to formally verify the employment history and the subsequent career gap for [Your Name].

[Your Name] was employed at [Former Company Name] as a [Job Title] from [Start Date] to [End Date]. During this tenure, [Your Name] was a valued member of the team and maintained a record of satisfactory performance.

On [End Date], [Your Name]'s employment was terminated due to a mandatory workforce reduction and downsizing initiative directly resulting from the economic impact of the COVID-19 global pandemic. This separation was part of a larger restructuring process and was not related to [Your Name]'s individual performance or conduct.

The gap in employment from [End Date] to [Current Date/Start Date of next job] is attributed to the market conditions following this pandemic-related downsizing. During this time, [Your Name] focused on [mention brief activity, e.g., professional development, upskilling, or family care].

Should you require any further documentation regarding this downsizing event or [Your Name]'s previous employment, please feel free to contact me.

Sincerely,

[Signature]

[Name of Verifier]

[Title]

[Company Name/Contact Information]