

Date: [Insert Date]

To: [Recipient Name/Hiring Manager/Admissions Office]

Company/Institution: [Organization Name]

Address: [Organization Address]

Subject: Verification of Sabbatical Period for [Your Full Name]

Dear [Recipient Name or "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 on a self-funded professional sabbatical.

The purpose of this sabbatical was to [Primary Reason: e.g., pursue advanced certifications, engage in international cultural immersion, conduct independent research, or personal development].

During this time, I achieved the following:

- [Achievement or Skill 1]
- [Achievement or Skill 2]
- [Achievement or Skill 3]

This period allowed me to broaden my perspective and enhance my professional skillset. I am now fully prepared to return to a full-time professional role and apply these experiences to the [Job Title] position at [Company Name].

Should you require any further information or documentation regarding this period, please feel free to contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]