

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Subject: Verification of Voluntary Career Break (Gap Explanation)

Dear [Recipient Name],

I am writing this letter to formally provide clarification regarding the employment gap on my resume from [Start Date] to [End Date/Present].

I would like to confirm that this was a intentional and voluntary career break. During this period, I stepped away from the professional workforce to focus on [Reason: e.g., personal development, family caregiving, international travel, or further education].

During this time, I also remained engaged with the industry by [Optional: List any certifications, freelance work, or skills acquired].

This break was a planned decision, and I am now fully prepared and eager to return to a full-time professional role. I am confident that the perspective I gained during this time will contribute positively to my work at [Company Name].

Please feel free to contact me if you require any further documentation or information regarding this period.

Sincerely,

[Your Signature]

[Your Printed Name]