

[Date]

To Whom It May Concern,

I would like to explain my gap in employment from [Date] to [Date].

Prior to the gap, I worked for [Company] [List job duties]. [Circumstances around why your role ended, focusing on why it was a one-time event and not likely to re-occur].

[Why you decided to return to work or circumstances that allowed you to do so]. I started with the new company as of [Date]. I have been working steadily for [time frame worked so far and any evidence that it is likely to continue for the foreseeable future].

Attached please find [documentation of two years of employment prior to the absence] and [evidence of time frame worked at the new job].

Sincerely,

[Borrower Name]

[Phone]

[Email]