

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]
[Recipient's Name]
[Title]
[Department of Workforce West Virginia]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Explanation of Employment Gap

I hope this letter finds you well. I am writing to provide an explanation regarding the gap in my employment history as part of my application for unemployment benefits.

During the period from [Start Date of Employment Gap] to [End Date of Employment Gap], I faced [briefly explain the reason for the employment gap, e.g., personal health issues, caregiving responsibilities, job market challenges, etc.]. Despite my efforts to secure employment during this time, I was unable to find suitable work due to [provide specific details, if applicable].

I have since regained my availability and am actively seeking employment opportunities. I believe my skills and experiences, including [briefly mention relevant skills or prior job experiences], will allow me to contribute effectively to a future employer.

Thank you for considering my explanation. I appreciate your understanding and look forward to your response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]