

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile Link]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

Please accept this letter and the attached resume as a formal expression of my interest in returning to [Company Name] for the [Job Title] position. Having previously served as [Former Job Title] within the [Former Department] from [Start Date] to [End Date], I am eager to bring my updated skills and continued professional growth back to your team.

During my previous tenure, I successfully [mention a key achievement or project]. Since leaving the company, I have gained valuable experience at [Current/Recent Company] where I [briefly mention a new skill or achievement]. I have maintained a strong respect for [Company Name]'s culture and values, and I am confident that my familiarity with your internal processes, combined with my new perspectives, will allow me to contribute immediately.

I would welcome the opportunity to discuss how my recent experiences align with the current goals of [Company Name]. Thank you for your time and for considering my return to the organization.

Sincerely,

[Your Signature]

[Your Printed Name]