

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this letter finds you well. I am writing to express my interest in rejoining [Company Name] as [Position Title] after my time away. I have always valued the experiences I gained while part of the team and the positive impact the company culture had on my professional growth. During my absence, I have [briefly outline any relevant experience, skills, or education gained since leaving], and I believe these experiences have equipped me with additional skills that can contribute to the continued success of [Company Name].

I am particularly drawn back to [specific projects, values, or aspects of the company] and would be thrilled at the opportunity to bring my enhanced skills and renewed passion back to the team.

I am looking forward to the possibility of discussing how I can contribute to [Company Name] once again. Thank you for considering my application.

Warm regards,
[Your Name]