

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in seeking reemployment with [Company's Name]. After my previous tenure as [Your Previous Job Title] from [Start Date] to [End Date], I have gained invaluable experiences that have further enhanced my skills in [mention relevant skills or areas of expertise].

During my time away from [Company's Name], I have [briefly explain any relevant experiences, skills, or education gained]. These developments have deepened my commitment to [mention company values, mission, or specific department], and I believe I could contribute effectively now, more than ever.

I truly valued the culture and team dynamics at [Company's Name], and I would be excited about the opportunity to bring my enhanced skillset back to the organization. I am particularly drawn to [mention any specific projects or goals of the company that resonate with you], and I believe my experience in [mention specific experiences] makes me a great fit for [Company's Name] now.

I would be grateful for the opportunity to discuss potential roles and how I could contribute to future successes at [Company's Name]. Thank you for considering my request. I look forward to the possibility of reconnecting and discussing how I can contribute once again.

Warm regards,

[Your Name]