

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

Dear [Employer's Name],

I hope this message finds you well. I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [where you found the job listing]. Having previously worked with [Company's Name] as [Your Previous Job Title], I have a deep understanding of the company culture and values, and I am eager to bring my skills back to your team.

During my time at [Company's Name], I successfully [mention a specific achievement or responsibility relevant to the new position], which resulted in [describe the outcome or impact]. My experience in [mention relevant skills or areas of expertise] has equipped me with the necessary tools to contribute effectively to the team and help drive [Company's Name] towards its goals.

I am particularly drawn to this role because [mention something specific about the job or company that excites you]. I believe that my familiarity with [mention any relevant processes, systems or team dynamics] will allow me to seamlessly transition back into the company and make an immediate impact.

I would love the opportunity to discuss how my experience and passion align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of reconnecting and contributing to the future successes of the team.

Warm regards,

[Your Name]