

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in rejoining [Company/Organization Name] after a period away from the workforce. I am eager to bring my skills and experiences back to a team that I hold in high regard.

During my time away, I took the opportunity to [briefly describe any relevant experiences, training, or skills you developed during your time away]. I am confident that these experiences have equipped me with a fresh perspective and renewed enthusiasm for [industry/field].

As a previous [your job title or role] at [Company Name], I had the pleasure of contributing to [specific projects or accomplishments]. I believe my familiarity with the company's culture and my commitment to its values would allow me to reintegrate smoothly and make a meaningful impact right away.

I would appreciate the opportunity to discuss my reentry into the workforce and how I can contribute to [Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of reconnecting.

Warm regards,

[Your Name]