

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

[Date]

[Hiring Manager Name]  
[Department Name]  
[Company Name]

**RE: Application for [Job Title] (Ref: [Job ID])**

Dear [Hiring Manager Name],

I am writing to formally express my interest in the [Job Title] position. Having previously worked at [Company Name] as a [Former Job Title] within the [Former Department] from [Start Date] to [End Date], I am eager to bring my updated skill set back to the organization.

During my previous tenure, I successfully [mention a key achievement or project]. My familiarity with [Company Name]'s internal processes, culture, and core values-specifically [mention a company value]-will allow me to transition seamlessly into this role and contribute to the team's objectives from day one.

Since my departure, I have further developed my expertise in [Skill A] and [Skill B] while at [Current/Most Recent Employer]. I am particularly drawn to returning now because of [mention a specific recent company development or project]. I am confident that my combination of institutional knowledge and external experience makes me a strong fit for the current needs of the [Department Name] team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background aligns with the goals of the [Job Title] role.

Sincerely,

[Your Signature]

[Your Printed Name]