

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to formally express my interest in the [Job Title] position at [Company Name]. 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 and professional growth back to the team.

During my previous tenure, I was proud of my contributions to [Project/Achievement], working under the supervision of [Former Manager's Name]. Since then, I have further developed my expertise in [Skill 1] and [Skill 2] while working at [Current/Recent Company]. I believe this evolved experience, combined with my existing knowledge of [Company Name]'s internal culture and workflows, allows me to contribute effectively from day one.

I have always admired [Company Name]'s commitment to [Company Value or Goal], and I would welcome the opportunity to rejoin the organization and support its continued success.

Thank you for your time and for considering my return to the company. I look forward to the possibility of discussing how my background aligns with the needs of the [Department] once again.

Sincerely,

[Your Signature]  
[Your Printed Name]