

[Full Name]

[City, State, Zip Code] | [Phone Number]

[Email Address] | [LinkedIn Profile URL]

[Date]

[Hiring Manager Name/Board Member Name]

[Title]

[Company Name]

[Company Address]

Dear [Name/Search Committee],

Re: [Specific Executive Position Title]

[Opening Paragraph: Express immediate interest in the role. Mention your most significant career achievement or your specific value proposition as a C-level leader.]

[The Career Pause: Address the gap directly and briefly. State that after a period of [planned sabbatical / family commitment / professional development], you have reached the conclusion of your transition and are fully prepared to re-enter the executive suite with a renewed strategic perspective.]

[Professional Value: Detail 2-3 core competencies such as P&L management, organizational transformation, or market expansion. Mention how you remained engaged during your hiatus (e.g., advisory work, board memberships, or industry research).]

[Company Alignment: Explain why this specific organization and its current challenges (e.g., IPO preparation, restructuring, or rapid scaling) align with your leadership style and previous successes.]

[Closing: Reiterate your readiness to contribute to the company's long-term vision. Request a formal meeting to discuss how your experience can drive [Specific Metric] for [Company Name].]

Sincerely,

[Signature]

[Full Name]