

[Full Name]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]  
[City, State/Country]

[Date]

[Hiring Manager Name]  
[Title]  
[Company Name]  
[Company Address]

Dear [Mr./Ms./Mx.] [Hiring Manager Last Name],

I am writing to express my interest in the **[Position Name]** role at **[Company Name]**. With a proven track record of driving [Specific Metric, e.g., EBITDA growth/Global Scaling] at **[Previous Organization]**, I have spent my career navigating complex market transitions and building high-performance executive teams.

Following my successful tenure as [Previous Executive Title], I chose to take a strategic sabbatical from [Start Date] to [End Date]. This intentional period was dedicated to [Primary Objective: e.g., deep-market research, executive education at X Institution, or personal rejuvenation and philanthropic advisory]. This hiatus allowed me to gain a fresh perspective on [Industry Trend/Technology] and has left me fully energized to return to a high-impact leadership role.

During this time, I also focused on:

- [Activity 1: e.g., Board advisory roles or consulting projects]
- [Activity 2: e.g., Mastery of emerging AI applications in business]
- [Activity 3: e.g., Strengthening global industry networks]

My unique combination of [Specific Experience] and the strategic insights gained during my recent sabbatical position me to deliver immediate value to **[Company Name]** as you look to [Specific Company Goal: e.g., expand into EMEA/IPO/Restructure].

I look forward to discussing how my leadership experience can contribute to your executive team's vision.

Sincerely,

[Full Name]