

**[Your Full Name]**

[Street Address] | [City, State, Zip]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]

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[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name/Search Committee],

**Re: [Target Executive Position Title]**

[Opening Paragraph: State your interest in the role and mention your previous executive leadership experience. Briefly acknowledge your intentional sabbatical or hiatus, framing it as a period of strategic reflection or personal/professional development.]

[Second Paragraph: Highlight core competencies and past achievements. Focus on your track record of driving revenue, leading large-scale transformations, or managing multi-million dollar P&Ls. Use quantifiable metrics to demonstrate your previous impact.]

[Third Paragraph: Address the reentry directly. Explain why now is the right time for your return and how your time away has provided a fresh perspective or renewed energy. Align your seasoned leadership skills with the company's current challenges or growth objectives.]

[Fourth Paragraph: Reiterate your value proposition. Mention specific reasons why this particular organization and mission resonate with your professional legacy and future goals.]

[Closing: Thank them for their time and request a formal interview to discuss how your leadership can contribute to the organization's success.]

Sincerely,

[Your Signature]

[Your Printed Name]