

[Your Full Name]
[Your Professional Title]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]
[City, State]

[Date]

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

Dear [Hiring Manager Name/Search Committee],

Re: [Target Position Title]

I am writing to express my formal interest in the [Target Position Title] role at [Company Name]. With over [Number] years of experience in [Industry/Specialization], I have a proven track record of driving [Specific Business Outcome, e.g., revenue growth, operational excellence, or digital transformation].

During my career, I have successfully led [Department/Company Size] to achieve [Specific Achievement]. My leadership philosophy centers on [Brief Leadership Philosophy], which I believe aligns perfectly with [Company Name]'s mission to [Company Goal].

Following my tenure at [Previous Company Name], I chose to take a strategic professional sabbatical to [Reason: e.g., manage a family commitment / pursue advanced executive education / oversee a private investment project]. During this period, I have remained engaged with industry trends by [Activity: e.g., consulting, professional development, or board service]. I am now fully prepared to leverage my executive expertise and fresh perspective to contribute to your leadership team.

My core competencies include:

- [Key Skill 1: e.g., Strategic Planning & Execution]
- [Key Skill 2: e.g., P&L Management & Budgeting]
- [Key Skill 3: e.g., Stakeholder Engagement & Relationship Management]

I am eager to discuss how my background in [Area of Expertise] can support [Company Name] in achieving its upcoming objectives for [Year/Project]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]