

Letter of Intent to Return to Former Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my intention to return to my former position as [Your Former Position] at [Company's Name]. After careful consideration, I believe that returning to the team aligns perfectly with both my career goals and the company's objectives.

During my time away, I have gained valuable skills and experiences that I believe will enhance my contributions to the team. I am eager to leverage my past experiences and the new perspectives I have gained to support the continued success of [Company's Name].

I would appreciate the opportunity to discuss this prospect further and am happy to meet at your earliest convenience. Thank you for considering my request to return to my former position. I look forward to the possibility of rejoining the team.

Sincerely,

[Your Name]