

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [where you found the job listing]. I am excited about the opportunity to contribute to your team and bring my skills in [Your Skills/Experience related to the job] to your esteemed organization.

As you will notice from my resume, I have a [number of years] of experience in [Your Field/Industry]. I would like to address a gap in my employment history from [start date] to [end date]. During this time, I took a personal leave for [briefly explain reason, e.g., family commitments, health issues, etc.], which has now been resolved. This experience enriched my perspective and strengthened my resolve to return to the workforce with new energy and focus.

I am eager to leverage my background in [specific skills/experience] to make a positive impact at [Company Name]. I believe my [mention any relevant achievements or skills] align well with the needs of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills can contribute to the success of [Company Name].

Sincerely,
Your Name