

Reconsideration Inquiry for Departure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reconsideration of my recent departure from [Company/Organization Name] on [Departure Date].

During my time at [Company/Organization Name], I greatly valued my role and the contributions I made to the team. However, circumstances led to my decision to leave, and I would like to discuss the possibility of returning or exploring any alternative arrangements.

I believe that my skills and experiences could continue to benefit [Company/Organization Name], and I am eager to contribute to our collective goals once again. I would appreciate the opportunity to discuss this in more detail at your convenience.

Thank you for considering my inquiry. I look forward to your response.

Sincerely,

[Your Name]