[Company Name]  
[Address]

Subject: Looking forward to rejoining [COMPANY] as [X]

Dear Sir,

My name is Clarke and I had been working in your organization as an assistant manager sales five years back. Through this letter, I want to ask about new job openings in your organization. I worked in your organization for more than ten years and during this period, I gained a lot while working under your kind supervision. But then, due to some family problems, I had to move abroad, and I had no other choice but to resign from my position. Hence, I left your company and moved abroad with my family.

During my stay abroad, I earned a master’s degree from [university name] and worked in various organizations in different positions. In this way, I groomed myself and polished my professional analytical skills. Last week, I came back to my home country and now I am in need to join a company on an immediate basis. This is true that I resigned from your company according to my own will and I have no right to ask you like this, but you know that I had to resign because I was moving otherwise, I would have stayed longer with you.

Now, I want to ask you if there is any possibility for me to rejoin your company in the same position where I had been working on. Otherwise, if that position is not vacant, I have attached my resume along with this email. Please view it and adjust me to any other suitable position according to my qualification and experience, if there is any job opening in your company. Thank you very much for this favor.

Yours sincerely,

Paul Adams