[Company Name]  
[Address]

Subject: Application for rejoining the [COMPANY]  
  
Dear Sir,

I hope you will be fine. I am writing you this letter to make you a formal request to rejoin this company in the same position I had been working in for the last ten years. You know that I left your company after proper resignation. Thereafter, I joined [ABC] company for the position of assistant sales manager. My sole purpose behind leaving this company was to excel in my growth in terms of professionalism. But soon after joining that new company, I realized that the responsibilities and tasks which I have been given are not up to my expectations because my aptitude did not match with that. Also, that company was devoid of a conducive environment for working. After analyzing the whole situation, I decided to contact you through a letter to allow me to rejoin your company.

So, I am writing you this letter to request you for rejoining. I had been working in your company for more than ten years as assistant manager and I ask you to allow me to rejoin in the same position. I am extremely sorry that I left your company despite a good working environment and a lot of training opportunities to excel in the career. This time, I assure you to show my long-term commitment to your company and I will work with my full potential to achieve its goals.

I shall be very thankful to you if you consider me for rejoining. I have come to know through some reliable resources that you have not found any suitable candidate for that position which I left vacant. Kindly consider my request of rejoining the same position I had been working on. I am looking for your positive response and thanks in advance. If you want, I am also available for a personal meeting to discuss any query.

Yours truly,

Johnson