Date: ------------------

To

[The Recipient Name]  
[Designation]  
[Company Name]

Subject: subject of the letter

Dear (name of the employee),

As you know I have started a job at ABC Company as a branch manager. After joining that company, I realized that job responsibilities that I have been given to perform and the work environment in which I am forced to work is not up to my expectations. Therefore, I am writing this letter to inquire after if I can get the job to work in your company in the same job position on which I had worked for more than 5 years.

I am feeling eminently remorseful about my decision to leave the company and with this letter, I want to assure you that I will make a long-term commitment to the company this time.

I shall be very grateful to you if you reconsider hiring me. I know that you must have hired someone on the position that I left vacant. However, if there is any other position on which I am eligible to work, please let me know.

I would like to say thanks to you for considering my request and letter in advance. I am looking forward to your response. You can contact me on my personal number. I am also available to have a personal meeting.

Regards,

Your name  
Company name  
Position in the company