Date:

Dear Ms. Martha,

I hope this email finds you in the best of your health.

I am Sarah Robson, and I used to work for your company ABC Limited in 2018. I was a junior manager in the sales department and worked for a period of five years in ABC Limited. I twice became an employee of the month and was credited with increasing the sales levels (attaching my certificate with this email). However, in 2018, I had to leave the job for some personal reasons. I was pregnant, and my baby and home were my priority.

Now that my baby has grown up a bit, and he has started his nursery, I have started searching for a job opportunity again. As I had a wonderful experience in ABC Limited, I thought to contact you to know, if you have any relevant vacancy. I am attaching my resume with this email. To clear any confusion, I want to state, that I was not idle in this unemployment period. I was working as a freelance writer, to keep my skills intact.

I hope you will consider my request, and I will be very grateful if you would let me know of any possible opportunity in your company.

Looking forward to your response. Thank you.

Regards,

Sarah Robson.