Date:

To:

Name of the employer:

Company Name:

**Subject: Letter regarding former job**

Dear Mr. ABC,

I resigned from the position of an accountant six months ago. I have joined another educational institute. However, I came to know that the environment and job conditions at the new workplace are not as expected. Therefore, I am writing this letter to ask you regarding the possibility of returning to the job as an accountant that I held for around 5 years.

I am regretful about taking the decision of leaving my job. I assure you that I can meet my commitments.

At my new job, I have worked as a senior accountant and my job role was a bit different from my previous job. I attended many workshops at XYZ Company and learned to use different accounting-related software.

Please accept my request to rehire me for the position of accountant available right now. I understand that there is a proper procedure to follow, and I am ready to go for it if you let me know if I am eligible to apply again.

Thank you so much for considering me in advance. I am looking forward to your kind reply. It would be great to work with you once again. Feel free to contact me on [Contact].

Regards,

Name of the sender

Signatures

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