Date:

To:

Name of the employer:

Company Name:

**Subject: Request Letter regarding former job**

Dear Mr. ABC,

This is Mrs. Alex. I have worked in your company as a finance manager for 4 years. Although I left the job for personal growth and career development, I realized that I am unable to see any growth in myself. My new job has so much to offer such as a high salary and bonus as well. However, I am not comfortable working there because of hostile working circumstances. I was way more comfortable working in your company.

During my new employment period, I have so much experience in finance. I have improved my analytical skills and learned to use much software that help me generate reports and create different related documents. I believe that my skills have improved now and now I am in a better position to work as a finance manager in your company.

I am confident that I will be able to work more professionally, and you will be so happy to see my performance and the efforts I put in to succeed in meeting my workplace-related goals.

I am looking forward to hearing from you soon. Please contact me on my official number

Yours sincerely,

Name of the sender

Signatures

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