Stephen Applicant

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Jerry Lee

Editor-in-Chief

XYZ Company

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

As you know, I recently started a new job at ABC Company. However, I have realized that the job duties and the work environment are not what I expected. I am therefore writing to inquire about the possibility of returning to my position as Assistant Editor at XYZ Company, which I held for the past four years.

I sincerely regret my decision to resign and if I were to be rehired, I can assure you that I can offer a long-term commitment to the company.

In the interim period since I was Assistant Editor, I have gained experience with new content-management systems, including Drupal and WordPress. I believe these skills would be invaluable as ABC Company continues to expand its online presence.

If the company would consider rehiring me, I do understand that my job may have been filled. If so, are the other open positions I would be eligible to apply for?

Thank you in advance for your consideration. I look forward to hearing from you, and I am available at your convenience for a conversation. I can be reached at 555-555-5555 or at stephen.applicant@email.com.

Best regards,

*Stephen Applicant* (signature hard copy letter)

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