Email to rehire a former employee

Send it when a role opens that fits their skills, or six to eighteen months after they left, when the new job has lost its novelty. Check rehire eligibility in their file before you write.

SPECIFIC OPEN ROLE

Subject: Would you consider coming back to [Company]?

Hi [First Name],

It's been [time period] since you left [Team], and people still mention the [specific project or contribution] you led.

I'm reaching out because we've opened a [Job Title] role on [Team], reporting to [Manager Name], and you were the first person [Manager First Name] thought of. It's a step up from your previous role: [one or two specifics, e.g. you'd own the quality program for all three sites]. The range is [Pay Range].

A few things have changed since you left: [relevant changes, e.g. hybrid schedule, new tooling, new leadership].

Would you be up for a relaxed conversation, no commitment? Here's my calendar: [Scheduling Link].

[Your Name]
[Title], [Company]

GENERAL INVITATION BACK

Subject: Checking in, and an open door

Hi [First Name],

I hope [new company / new role] is going well. I'm writing because we keep a short list of former team members we'd love to work with again, and you're on it.

There isn't a specific role attached to this note. But if you're ever curious about coming back, I'd be glad to tell you what's coming up on [Team], and you'd skip the usual application queue for an initial conversation.

Either way, it would be good to catch up. Reply anytime.

[Your Name]
[Title], [Company]

SEASONAL OR HOURLY REHIRE

Subject: We'd love to have you back for [Season]

Hi [First Name],

You worked with us as a [Job Title] at [Location] last [Season], and your supervisor, [Supervisor Name], asked us to invite you back.

This year:
- Pay: $[Hourly Rate] per hour [, up from last year]
- Start dates: [Date Range]
- Shifts: [Shift Options]

Because you've worked with us before, you'll go through a shorter rehire process: [what's required, e.g. a quick online form and updated paperwork].

Interested? Confirm here: [Rehire Link], or reply with any questions.

[Your Name]
[Company] Recruiting

SUBJECT LINE IDEAS

- Would you consider coming back to [Company]?
- Checking in, and an open door
- We'd love to have you back for [Season]
- A role on [Team] made me think of you
- [Manager Name] asked me to reach out
- Coming back to [Company]: a quick conversation?
- Your old team is hiring

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] from [Company]. [Supervisor Name] would love to have you back as a [Job Title] at [Location] this [Season], $[Hourly Rate]/hr. Rehire is quick for past employees: [Rehire Link]. Reply with any questions.

Placeholders to replace: [First Name], [Job Title], [Team], [Manager Name], [Manager First Name], [Supervisor Name], [Pay Range], [Hourly Rate], [Season], [Location], [Scheduling Link], [Rehire Link], [Your Name], [Title], [Company]