

Subject: Reconnecting / [Your Name] from [Previous Company/Context]

Dear [Recipient Name],

I hope you are doing well.

It has been a while since we last spoke during our time at [Previous Company or Project]. I was recently thinking about our work on [Specific Memory or Project], and it reminded me that I wanted to reach out and say hello.

Since we last connected, I have moved into a new role as [Your Current Job Title] at [Your Current Company]. I have been focusing on [Briefly mention 1-2 professional interests or skills].

I would love to hear how things are going with you and learn more about your current work at [Recipient's Company]. If you have time in the coming weeks, I would enjoy catching up over a brief call or a coffee.

Regardless, I look forward to staying in touch.

Best regards,

[Your Full Name]

[Your Phone Number]

[Your LinkedIn Profile Link]