Example 1

Hey [first name],

Hope you’re well! I wanted to reach out to you to let you know that I am pursuing opportunities outside of [fill in the blank]. As a part of my process, I am reconnecting with people I haven't spoken with in a while.

I'd appreciate sharing with you where I have set my sights for a new role, as well as to get your advice on opportunities or people I should be connected to. Of course, if there's is anything I can do to be of help to you, that would be great. Here is a [link to my calendar] to find a time that is convenient for you.

Looking forward to speaking with you soon.

Thanks,

[signature]