

# Internal Mobility Application

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Internal Mobility Application for [Position Title]

Dear [Manager's Name],

I am writing to formally express my interest in the [Position Title] position available in the [Department/Team Name] as advertised on [where you found the job posting]. I believe that my skills and experiences in [your current role/department] align well with the requirements of the new role.

During my time at [Company Name], I have successfully [mention any relevant achievements or experiences related to the new role]. I am eager to take on new challenges and contribute to the team in meaningful ways.

I would greatly appreciate the opportunity to discuss this position further and how I can continue to add value to [Company Name]. Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]

[Your Current Job Title]

[Your Contact Information]