

# Internal Career Progression Application

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Application for Internal Career Progression

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my interest in the [Position Title] role that has recently become available in [Department/Team]. I have thoroughly enjoyed my time working as [Your Current Position] and am eager to take the next step in my career within [Company Name].

Over the past [duration] in my current position, I have successfully [mention relevant achievements or responsibilities that demonstrate your qualifications]. These experiences have equipped me with the skills necessary to excel in the [Position Title] role.

I am particularly drawn to this opportunity because [briefly explain your interest in the position and how it aligns with your career goals]. I believe my understanding of [specific skills or knowledge related to the new position] will allow me to contribute positively to the team.

I would be grateful for the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Department/Team]. Thank you for considering my application. I look forward to your response.

Best regards,

[Your Name]

[Your Current Position]

[Your Contact Information]