

# Internal Job Elevation Application

Applicant Name: [Your Name]

Department: [Your Current Department]

Current Position: [Your Current Position]

Date: [Current Date]

To,

[Manager's Name]

[Manager's Position]

[Company Name]

Dear [Manager's Name],

I am writing to formally express my interest in the [Position Title] position that has recently opened in our department. Having worked at [Company Name] for [duration], I have gained extensive experience in [briefly describe relevant experience or skills].

I believe that my [mention specific skills or achievements] would be valuable in contributing to [mention any departmental goals or projects]. I am excited about the opportunity to take on more responsibilities and further contribute to our team's success.

Thank you for considering my application. I look forward to discussing my candidacy further.

Sincerely,

[Your Name]

[Your Contact Information]