

Application for Team Leader Position

Date: [Insert Date]

Human Resources Department
[Company Name]
[Company Address]

Dear [Hiring Manager's Name],

I am writing to formally express my interest in the Team Leader position that was recently posted on the internal job board. I have been with [Company Name] for [Duration] as [Current Position], and I believe my skills and experiences align well with the requirements of this role.

Over the years, I have demonstrated my ability to collaborate effectively with my team and contribute positively to our projects, resulting in [specific achievement or contribution]. I am confident that my leadership skills, coupled with my deep understanding of our company's goals and values, make me a suitable candidate for this promotion.

Additionally, I have taken the initiative to lead projects such as [specific project or initiative], which resulted in [specific outcome]. I am excited about the opportunity to further contribute to our team's success in a leadership capacity.

Thank you for considering my application. I look forward to discussing how I can contribute to the continued success of our team as a Team Leader.

Sincerely,
[Your Name]
[Your Current Position]
[Your Contact Information]