

Internal Job Promotion Submission

Date: October 10, 2023

To: [Manager's Name]

From: [Your Name]

Subject: Application for Director Position

Dear [Manager's Name],

I am writing to formally express my interest in the Director position that has recently become available within our organization. Having been a part of [Company Name] for [number] years, I believe I have gained the necessary skills and insights that would allow me to contribute effectively in this new role.

During my tenure in [Current Position], I have successfully [mention key achievements or projects], which I believe aligns with the responsibilities of the Director position. I have a proven track record of leading teams, driving projects to completion, and enhancing overall performance in our department.

I am excited about the opportunity to take on greater challenges and contribute to our continued success in a leadership role. I am confident that my experience and vision for our department would be valuable in this position.

Thank you for considering my application. I would appreciate the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]