

# Application for Internal Job Opportunity

To: [Hiring Manager's Name]

From: [Your Name]

Date: [Current Date]

Dear [Hiring Manager's Name],

I am writing to formally express my interest in the [Job Title] position that was recently posted on our company intranet. Having been a part of [Current Department/Team] for [Duration], I have gained valuable experience and insights that I believe make me a strong candidate for this role.

In my current position as [Your Current Job Title], I have successfully [mention any relevant achievements or responsibilities]. I am excited about the potential to contribute to [New Department/Team] by [mention how you can add value].

I welcome the opportunity to discuss my application further and look forward to the possibility of contributing to [Company's Name] in a new capacity.

Thank you for considering my application. I appreciate your time and look forward to your response.

Sincerely,

[Your Name]

[Your Current Job Title]

[Your Contact Information]