

Internal Job Advancement Application

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Dear [Manager's Name],

I am writing to formally express my interest in the [Job Title] position that has recently opened within our organization. Having been a part of [Current Department/Team] for [Duration], I have gained valuable experience and insights that I believe will be beneficial in this new role.

During my time here, I have successfully [briefly mention relevant achievements or responsibilities]. I am eager to bring my skills in [specific skills related to the new role] to the [New Department/Team] and contribute to its success.

I am enthusiastic about the possibility of advancing my career within [Company Name] and would appreciate the opportunity to discuss my application further. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]