

Internal Job Application

To: [Manager's Name]

From: [Your Name]

Date: [Date]

Subject: Application for Cross-Training Opportunity

Dear [Manager's Name],

I am writing to express my interest in the cross-training initiative within our organization. I believe this opportunity will allow me to expand my skill set and contribute more effectively to our team.

As you know, I have been working in the [current position/department] for [duration] and have gained valuable experience in [specific skills or tasks]. I am particularly interested in [desired position/department] as I believe it aligns with my career goals and will enhance my understanding of our business operations.

I am enthusiastic about the possibility of learning from colleagues in different departments and sharing my own experiences to foster a collaborative work environment. I am confident that this cross-training will not only benefit my professional development but also contribute positively to our team's overall efficiency.

Thank you for considering my application. I look forward to discussing this opportunity with you further.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]