

# Internal Talent Search Notification

Date: [Insert Date]

To: All Employees

From: [Your Name]  
[Your Position]  
[Company Name]

Dear Team,

We are excited to announce an internal talent search for the position of [Job Title] within the [Department/Team Name]. This is a fantastic opportunity for those of you looking to advance your careers and take on new challenges within our organization.

The ideal candidate will possess the following qualifications:

- [Qualification 1]
- [Qualification 2]
- [Qualification 3]

If you are interested in applying for this position, please submit your updated resume and a cover letter to [Email Address] by [Application Deadline]. We encourage all interested candidates to consider this opportunity.

Thank you for your continued dedication and hard work.

Best regards,

[Your Name]  
[Your Position]  
[Company Name]