

Application for Internal Job Change

Date: [Insert Date]

[Your Name]

[Your Current Job Title]

[Your Current Department]

[Your Contact Information]

[Manager's Name]

[Manager's Job Title]

[Department Name]

[Company Name]

Dear [Manager's Name],

I am writing to formally apply for the position of [Target Job Title] in the [Target Department] as advertised on [Where You Found the Job Posting]. After [number] years in my current role as [Your Current Job Title], I believe that my skills and experiences align well with the requirements of the new position.

Throughout my time at [Company Name], I have [briefly describe relevant experience or achievements]. I am particularly drawn to this opportunity because [mention reason for interest in the new role or department].

I am confident that my background in [relevant skills or experiences] will enable me to contribute positively to the [Target Department] team. I am looking forward to the opportunity to further discuss how I can support our company's objectives in this new role.

Thank you for considering my application. I appreciate your guidance and support throughout this process.

Sincerely,

[Your Name]