

Letter of Submission for Internal Career Advancement

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Application for Internal Career Advancement

Dear [Manager's Name],

I am writing to formally express my interest in the [specific position title] position that has recently opened up in [Department/Team Name]. I believe that my experience and skills align well with the requirements of this role, and I am eager to take on new challenges and responsibilities within our organization.

Over the past [duration in current role], I have had the opportunity to [mention relevant achievements or projects]. This experience has equipped me with a strong understanding of [mention relevant skills or areas]. I am confident that my background in [specific skills or experiences] will allow me to contribute effectively to the [Department/Team Name] team.

I am particularly excited about this opportunity because [mention reasons for interest in the new position]. I am keen to bring my [mention any specific skills or attributes] to [Department/Team Name] and support the company's goals.

Thank you for considering my application. I am looking forward to the possibility of discussing my application in more detail and am happy to provide any additional information required.

Warm regards,

[Your Name]

[Your Current Position]

[Your Contact Information]