

# Subject: Internal Career Advancement Opportunity

Dear [Employee's Name],

We are pleased to inform you about an exciting opportunity for career advancement within our organization. We value your contributions and believe you possess the skills necessary for the [Position Title] role in the [Department Name].

As you may know, [brief description of the new position and its importance to the team or company]. We believe that you would be a great fit for this position due to [mention relevant skills or achievements].

Interested candidates are encouraged to submit their updated resume and a cover letter by [application deadline]. We highly encourage you to take advantage of this opportunity.

If you have any questions or would like to discuss this further, please feel free to reach out to me directly.

Best regards,  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]