

# Internal Job Opening Notification

Dear Team,

We are excited to announce an internal job opening for the position of **[Job Title]** in the **[Department]**.

**Job Summary:** [Brief description of the job responsibilities and requirements]

**Location:** [Location]

**Application Deadline:** [Deadline date]

If you are interested in applying for this position, please submit your updated resume and a cover letter to **[HR Contact Information]**.

We encourage you to apply if you feel you meet the qualifications and are ready for the next step in your career!

Best regards,

**[Your Name]**  
**[Your Job Title]**  
**[Company Name]**