

Internal Recruitment Announcement

Dear Team,

We are excited to announce an opportunity for internal recruitment for the position of **Job Title** in the **Department Name**.

Position Details

Job Title: [Job Title]

Department: [Department Name]

Location: [Office Location]

Reporting To: [Manager's Name]

Eligibility

All interested candidates must have been employed with [Company Name] for at least [Time Frame] in any role.

Application Process

Please submit your application, including an updated resume and a cover letter, by [Application Deadline] to [Contact Person/Email].

If you have any questions regarding the position, feel free to reach out to [Contact Person's Name] at [Contact Email/Phone Number].

We look forward to receiving your applications!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]