

John Doe
123 Main Street
City, State, Zip Code
Email: johndoe@example.com
Phone: (123) 456-7890
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Human Resources Department
Company Name
Company Address

Dear Hiring Manager,

I am writing to express my interest in the [Job Title] position that was recently posted on our internal job board. Having worked at [Current Department/Position] for [Duration], I have developed a strong understanding of our company's goals and values, and I am excited about the opportunity to contribute to [New Department/Team].

During my time in [Current Department], I have successfully [mention key achievements or responsibilities that relate to the job]. I believe that my experience in [specific skills or projects relevant to the new role] prepares me well to excel in this position and contribute positively to the team.

I am particularly drawn to this role because [mention specific reasons related to the job or company]. I am eager to bring my expertise in [specific skill or experience] to [New Department/Team] and help achieve [mention any relevant goals].

Thank you for considering my application. I am looking forward to the opportunity to discuss how my skills and experiences align with the needs of your team. I am enthusiastic about potentially taking on new challenges within our organization.

Sincerely,
John Doe