

# Internal Career Advancement Application

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] that has recently opened in [department/team]. Having been a part of [current department/team] for [duration], I have gained valuable experience and skills that I believe make me a strong candidate for this opportunity.

During my time in my current position, I have [briefly describe your key achievements or responsibilities]. I am confident that my background and expertise in [relevant skills or experiences] would contribute positively to [new department/team].

I am passionate about [mention any specific projects or goals related to the new position], and I am eager to take on new challenges that will allow me to grow within our company.

Thank you for considering my application. I am looking forward to discussing this opportunity further.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]