

Internal Job Application Request

Date: [Insert Date]

To: [Hiring Manager's Name]

From: [Your Name]

Department: [Your Current Department]

Subject: Application for [Position Title]

Dear [Hiring Manager's Name],

I am writing to formally apply for the position of [Position Title] as advertised on [where you found the job posting, e.g., company intranet]. I believe that my experience and skills align well with the requirements of this role.

In my time as [Your Current Job Title] in the [Your Current Department], I have successfully [mention any relevant achievements or responsibilities]. I am confident that my background in [related skills or experiences] makes me a strong candidate for this position.

I am excited about the opportunity to further contribute to [Company Name] in this new capacity and am eager to bring my skills to [mention any specific team or project related to the new role].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]

[Your Contact Information]