

# Letter of Intent for Internal Job Openings

Date: [Insert Date]

[Your Name]  
[Your Current Position]  
[Your Department]  
[Company Name]  
[Your Email Address]  
[Your Phone Number]

[Manager's Name]  
[Manager's Position]  
[Department Name]  
[Company Name]

Dear [Manager's Name],

I am writing to formally express my interest in exploring potential internal job openings within [Company Name]. Having gained valuable experience and skills in my current role as [Your Current Position], I am looking to advance my career and contribute to the company in new ways.

During my time in [Your Department], I have successfully [briefly mention relevant accomplishments or responsibilities]. I am eager to leverage my skills in areas such as [mention specific skills or areas of interest] and believe that I could bring a unique perspective to [specific roles or departments you are interested in].

I would appreciate the opportunity to discuss my intentions further and explore how I can align my career goals with the needs of the company. Thank you for considering my request.

Sincerely,  
[Your Name]