

Job Application for Role Switch

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [New Position Title] position that recently became available within [Department/Team Name]. As a current employee in the [Current Position Title] role, I have gained valuable experience and skills that I believe align well with the requirements of this new opportunity.

Over the past [Number] years, I have successfully [mention relevant achievements or responsibilities related to the new role]. I am eager to leverage my expertise in [specific skills or areas] to contribute to the success of [Company's Name] in a more impactful way.

I am particularly drawn to this position because [mention reasons related to the new role or company]. I am excited about the possibility of bringing my skills in [list relevant skills] to the [New Position Title] role.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name] in this new capacity.

Sincerely,

[Your Name]