

Application for Internal Job Transition

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally express my interest in the [Position Title] position that was recently posted within our organization. Having worked at [Current Department/Position] for [Duration], I believe my skills and experience align well with the requirements of the role.

During my time at [Current Company], I have developed [specific skills or experiences that relate to the new position]. I am particularly excited about the opportunity to [mention specific aspects of the new position or department that interest you].

I am committed to [Company Name] and look forward to the possibility of contributing further through this new role. I am available for a discussion at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]