

Internal Job Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for [Job Title] Position

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my interest in the [Job Title] position that has recently opened in [Department/Team]. I have been with [Company Name] for [duration] in my current role as [Your Current Job Title] and believe that my skills and experience would be a strong match for this new opportunity.

During my time in [Your Current Job Title], I have successfully [mention a relevant achievement or responsibility], which has prepared me for the responsibilities of the [Job Title] role. I am eager to bring my expertise in [mention relevant skills or experiences] to the team and further contribute to the success of our department.

I would appreciate the opportunity to discuss my proposal further and explore how I can continue to grow within [Company Name]. Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]