

# Notification of Internal Job Opening Application

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Notification of Internal Job Opening Application

Dear [Employee Name],

We are pleased to inform you that there is an internal job opening for the position of [Job Title] in the [Department Name]. We believe that your skills and experience would be a great fit for this role.

If you are interested in applying for this position, please submit your application by [Application Deadline]. We encourage you to also inform your current supervisor about your interest.

Thank you for your ongoing contributions to our team. We look forward to your application.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]