

# Internal Job Application Letter

Date: [Insert Date]

To,

[Manager's Name]

[Department]

[Company Name]

Dear [Manager's Name],

I am writing to formally express my interest in the [Job Title] position that has recently opened within our team. Having been a part of [Current Position] in the [Current Department] for [Duration], I believe I have gained valuable experience and skills that align with the requirements of this new role.

Throughout my time here, I have [mention a few key accomplishments or responsibilities relevant to the new position]. These experiences have equipped me with a solid understanding of [relevant skills or knowledge] that I can leverage in the [Job Title] role.

I am excited about the opportunity to contribute further to our organization's success and to take on new challenges that this position offers. I am looking forward to discussing how my background, skills, and enthusiasms align with the goals of the [New Department].

Thank you for considering my application. I would be grateful for the opportunity to discuss this position further at your earliest convenience.

Sincerely,

[Your Name]

[Current Position]

[Contact Information]