

Internal Hiring Announcement

Dear Team,

We are excited to announce that we are looking to fill the position of **[Job Title]** within our **[Department]**. This opportunity is open to all current employees who meet the qualifications outlined below.

Position: [Job Title]

Qualifications:

- [Qualification 1]
- [Qualification 2]
- [Qualification 3]

Application Process:

If you are interested in applying for this position, please submit your application, including your updated resume and cover letter, to **[Contact Person or HR Email]** by **[Application Deadline]**.

We encourage everyone to consider this internal opportunity and thank you for your ongoing contributions to our team!

Best regards,
[Your Name]
[Your Job Title]
[Company Name]