

Internal Recruitment Notification

Dear Team,

We are excited to announce an internal recruitment opportunity for the position of **[Job Title]** in the **[Department]**.

Position Details:

- **Job Title:** [Job Title]
- **Location:** [Location]
- **Reporting to:** [Manager's Name]
- **Application Deadline:** [Date]

Role Responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

If you are interested in applying for this position, please submit your updated resume and a cover letter to **[Email/Contact Person]** by the application deadline.

We encourage anyone who meets the qualifications to apply and look forward to your applications.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]