

Internal Vacancy Announcement

Date: [Insert Date]

Dear Team,

We are excited to announce an internal vacancy for the position of **[Job Title]** in the **[Department]**. This opportunity is open to all current employees who meet the qualifications outlined below:

Position Details

- **Job Title:** [Job Title]
- **Location:** [Location]
- **Reporting to:** [Supervisor's Name]
- **Salary Range:** [Salary Range]

Responsibilities

[Briefly outline the key responsibilities of the position]

Qualifications

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

Application Process

If you are interested in applying, please submit your updated resume and a cover letter to **[Contact Person's Name]** at **[Contact Email]** by **[Application Deadline]**.

We encourage you to consider this opportunity to advance your career within our organization. Should you have any questions, feel free to reach out to **[Contact Person's Name]**.

Thank you for your continued hard work and dedication.

Best Regards,

[Your Name]
[Your Job Title]
[Company Name]