

Internal Job Opening Announcement

Dear Team,

We are excited to announce an internal job opening for the position of **[Job Title]** in the **[Department Name]**.

Job Description:

[Brief description of the job responsibilities and requirements]

Qualifications:

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

If you are interested in applying for this position, please submit your updated resume and cover letter to **[Contact Person's Name]** by **[Deadline Date]**.

We encourage all eligible employees to consider this opportunity for career growth.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]