

Internal Job Introduction Message

Subject: Introduction for Internal Application

Dear [Supervisor/HR Manager's Name],

I am writing to express my interest in the internal opening for the [Job Title] position within [Department Name]. Having worked at [Company Name] for [X years], I believe my knowledge of company operations and culture positions me well for this new role.

Over the years, I have contributed to [list achievements or responsibilities]. I would welcome the opportunity to continue adding value in a different capacity and grow within the organization.

Thank you for considering my application for this internal opportunity.

Kind regards,

[Your Full Name]

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