

Casual Message for Internal Promotion to Administrative Manager

Subject: Interest in Administrative Manager Role

Hi [Manager's Name],

I noticed the opening for Administrative Manager and wanted to express my interest. Having been part of this team for the last three years, I believe I have the insight and experience needed to take on this role successfully.

I've learned so much about our operations and have contributed to improving office workflows and employee coordination. I'd love to continue growing with the company and lead the department toward new efficiencies.

Thanks for considering my application!

Best,

[Your Name]

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