

Storekeeper Position Change Cover Letter

Subject: Internal Application for Storekeeper Position - Warehouse B

Dear [Manager's Name],

I am writing to formally express my interest in the Storekeeper position that has become available in Warehouse B. Having worked in the logistics department for the past three years, I have developed a comprehensive understanding of our company's inventory systems and operational procedures. My current role has given me extensive exposure to inventory management principles, and I have frequently collaborated with the warehouse team on various projects. I believe this internal move would allow me to leverage my existing knowledge of our company's products, suppliers, and internal processes while developing new skills in direct warehouse management.

I am familiar with our SAP inventory system and have completed the forklift operation certification last year. My understanding of our company culture and established relationships with other departments would enable me to transition smoothly into this role and contribute immediately to the team's objectives.

I would greatly appreciate the opportunity to discuss this transition with you and demonstrate how my current experience positions me well for this role.

Thank you for considering my application.

Respectfully,

[Your Name]

[Employee ID]

[Current Department]

[Extension Number]

Get more templates here:

<https://www.lettersandtemplates.com/letters/storekeeper-sample-cover-letter>