Cover letter format for an internal transfer within the company

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Date]

To,
[Hiring Manager's Name]
[Team / Department]
[Company Name]

Cc: [HR Partner's Name]

Subject: Internal application for [Open Position Title]

Dear [Hiring Manager's Name],

I would like to apply for the [Open Position Title] role in your team, posted on [internal portal / notice] on [Date]. I have worked at [Company Name] for [Number] years and currently serve as [Current Designation] in [Current Team].

In my current role I [achievement 1, for example, reduced rework in monthly closing by streamlining the checklist] and [achievement 2, for example, trained the new joiners on our tools]. I also worked with your team on [joint project], which gave me a close view of how your team operates.

I would like to move because [honest reason, for example, I want to work more with customers directly], and I think my knowledge of [company process or product] would help me start quickly.

[I have informed my current manager, [Manager's Name], about this application. / I will speak to my current manager as soon as you confirm that I am being considered.]

I would be glad to discuss the role with you. Thank you for your time.

Regards,
[Your Name]
[Employee ID]