

[Full Name]

[Current Job Title]

[Current Department]

[Date]

[Hiring Manager Name]

[Title]

[Department]

**RE: Application for [Change Management Role Title]**

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the [Job Title] position within the [Department Name] team. Having spent [Number] years at [Company Name], I have developed a deep understanding of our organizational culture and the specific operational challenges we face during transitions.

In my current role as [Current Title], I have consistently championed internal improvements. A key example of my experience with change includes [Briefly describe a specific project where you managed or supported a transition]. This resulted in [Quantifiable result or positive outcome]. My familiarity with our internal stakeholders and existing workflows allows me to hit the ground running and minimize the friction typically associated with new organizational initiatives.

My approach to change management focuses on [e.g., ADKAR methodology, stakeholder engagement, or data-driven impact analysis]. I am particularly excited about the opportunity to lead the upcoming [Specific upcoming company project] because I believe my background in [Specific Skill] will help ensure high employee adoption rates and long-term sustainability.

I look forward to discussing how my institutional knowledge and change management expertise can contribute to the success of this team. Thank you for your time and for considering an internal candidate for this pivotal role.

Sincerely,

[Signature]

[Printed Name]