

[Your Full Name]
[Current Job Title]
[Employee ID / Department]
[Email Address]
[Phone Number]

[Date]

[Hiring Manager Name]
[Title, e.g., Head of Transformation]
[Department Name]

Dear [Hiring Manager Name],

Re: Application for Internal Project Manager - Corporate Restructuring

I am writing to formally express my interest in the Internal Project Manager position for the upcoming corporate restructuring initiative. Having spent [Number] years within [Company Name], specifically within the [Current Department], I possess a deep understanding of our organizational DNA and the operational efficiencies required to navigate this transition successfully.

In my current role, I have demonstrated a strong track record of [Key Achievement 1] and [Key Achievement 2]. My intimate knowledge of our internal workflows and stakeholder landscape positions me to manage the complexities of this restructuring with minimal disruption to core business functions. I am particularly skilled in [Specific Skill, e.g., Change Management / Lean Six Sigma / Resource Allocation], which I believe is critical for aligning our new departmental structures with long-term strategic goals.

The prospect of driving this evolution from within is compelling. I am committed to ensuring that this restructuring not only optimizes our cost base but also fosters a culture of transparency and resilience among my colleagues. I am eager to apply my project management methodology to help lead [Company Name] through this pivotal phase.

Thank you for your time and for considering my internal application. I look forward to discussing how my institutional knowledge and project management expertise can contribute to the success of this restructuring.

Sincerely,

[Your Signature]

[Your Printed Name]