

Internal Cover Letter: Departmental Consolidation

Date: [Date]

To: [Hiring Manager/Transition Committee Name]

From: [Employee Name]

Current Role: [Current Job Title]

Current Dept: [Current Department Name]

Target Role: [New/Consolidated Position Title]

Dear [Name],

I am writing to formally express my interest in the [Position Title] position within the newly formed [New Department Name] department. Having served as [Current Title] for [Duration], I am eager to bring my institutional knowledge and technical expertise to this consolidated team.

Throughout my tenure in [Current Department], I have consistently demonstrated a commitment to [Key Responsibility/Core Value]. My background in [Specific Skill or Project] aligns directly with the goals of the restructuring, particularly regarding [Specific Goal of Consolidation, e.g., operational efficiency/service integration].

I am particularly well-suited for this transition because:

- [Achievement or relevant skill #1]
- [Achievement or relevant skill #2]
- [Familiarity with existing workflows or systems]

I look forward to the opportunity to discuss how my experience will support a seamless transition and contribute to the continued success of the organization under this new structure.

Sincerely,

[Signature]

[Printed Name]

[Employee ID / Contact Extension]