

**To:** [Hiring Manager Name / Integration Committee]

**From:** [Your Name]

**Current Role:** [Your Current Job Title]

**Current Department:** [Your Current Department Name]

**Date:** [Current Date]

**Subject: Expression of Interest: [Target Role Title] - [New Merged Department Name]**

Dear [Name],

I am writing to formally express my interest in the *[Target Role Title]* position within the newly formed *[New Merged Department Name]*. Having been a part of *[Current Department]* for *[Duration]*, I am eager to contribute my institutional knowledge and technical skills to ensure a successful transition and continued operational excellence during this departmental merger.

Throughout my tenure in *[Current Department]*, I have successfully *[Highlight 1-2 key achievements relevant to the new department's goals]*. I believe my familiarity with *[Specific software, workflow, or internal client base]* will be an asset in bridging the gap between the merging teams and maintaining service continuity.

I am particularly excited about the opportunity to *[Mention a specific synergy or goal of the merger you want to support]*. My experience in *[Relevant Skill]* aligns with the strategic direction of the *[New Merged Department Name]*, and I am confident I can help the team meet its new objectives efficiently.

Thank you for considering my application. I look forward to discussing how my background and internal experience can support the success of our new organization.

Sincerely,

[Your Signature]

[Your Employee ID / Contact Information]