

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

[Date]

[Hiring Manager Name or HR Representative]
[Title]
[Department/Selection Committee]

Re: Expression of Interest for [Target Position Name]

Dear [Manager Name],

I am writing to formally express my interest in the *[Target Position Name]* within the *[Department Name]*, as announced during the recent organizational restructuring. Having been a member of the *[Current Department]* for *[Number]* years, I am eager to transition my institutional knowledge and technical skills to this new role to support the company's evolving strategic goals.

During my tenure as *[Current Title]*, I have consistently demonstrated *[Key Skill 1]* and *[Key Skill 2]*. Specifically, I successfully *[Briefly describe a major accomplishment relevant to the new role]*. I believe my deep understanding of our company's internal processes and *[Specific Software/System/Client Base]* positions me to hit the ground running and ensure a seamless transition during this period of change.

The restructuring presents an exciting opportunity for me to apply my expertise in *[Specific Area]* toward the objectives of the *[New Department/Team]*. I am particularly drawn to this role because *[One sentence on how you can solve a problem or add value in the new structure]*.

Thank you for considering my application for reassignment. I look forward to discussing how my background aligns with the requirements of the *[Target Position Name]* and how I can contribute to the continued success of *[Company Name]*.

Sincerely,

[Your Signature]

[Your Printed Name]