

[Your Name]
[Current Job Title]
[Current Department]
[Date]

[Hiring Manager Name]
[Title of Hiring Manager]
[Target Department Name]

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the **Administrative Assistant** position within the [Target Department Name] department, as posted on [Company Internal Job Board/Portal]. Having been a member of the [Current Department] team for [Duration], I am eager to transition into a role where I can utilize my organizational skills to support the broader goals of [Company Name].

During my time in [Current Department], I have developed a deep understanding of our company's mission and internal processes. I have consistently demonstrated a strong work ethic, attention to detail, and the ability to handle sensitive information professionally. Specifically, I have [mention one brief achievement or relevant task from current role], which has prepared me for the multifaceted nature of administrative support.

I am particularly drawn to this opportunity because [mention one reason related to the target department or career growth]. I am confident that my familiarity with [Company Name]'s software systems and culture will allow me to integrate into the [Target Department Name] team seamlessly and begin contributing immediately.

I have attached my updated resume for your review. Thank you for your time and for considering my application for this internal transition. I look forward to the possibility of discussing how I can support your team.

Sincerely,

[Your Signature]

[Your Printed Name]
[Employee ID Number]
[Internal Phone Extension / Email]