

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

[Date]

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

RE: Application for Promotion to Administrative Assistant - [Job Posting ID/Reference]

Dear [Manager Last Name],

I am writing to formally express my interest in the Administrative Assistant position within the [Target Department] department, as advertised on [mention internal job board or source]. Having served as [Current Title] for [Number] years/months, I am eager to transition into this promotional role to further contribute to [Company Name]'s organizational success.

During my tenure in the [Current Department], I have developed a deep understanding of our company culture, internal software systems, and operational workflows. My key achievements include [briefly list 1-2 accomplishments relevant to admin tasks, e.g., improving filing systems or managing schedules]. These experiences have equipped me with the high-level organization and communication skills required for this promotion.

I am particularly drawn to this role because of my familiarity with [specific team or project related to the new role]. My proven track record of reliability and my intimate knowledge of [Company Name]'s protocols will allow me to transition into the Administrative Assistant duties with minimal training, ensuring immediate support for the team.

Thank you for your time and for considering my internal application. I welcome the opportunity to discuss how my background and dedication to the company align with the needs of the [Target Department].

Sincerely,

[Your Signature]

[Your Printed Name]