

[Your Full Name]
[Current Job Title]
[Employee ID]
[Date]

[Hiring Manager Name]
[Warehouse Manager / Operations Director]
[Department Name]

RE: Application for Assistant Warehouse Manager Position

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the Assistant Warehouse Manager position at [Company Name]. Having served as [Current Role] for the past [Number] years, I have developed a deep understanding of our facility's workflows, safety protocols, and inventory management systems.

During my tenure in the [Specific Department], I have consistently demonstrated leadership by [mention a specific internal achievement, e.g., reducing picking errors or streamlining loading times]. I am intimately familiar with our [mention specific software like WMS or ERP] and have built strong professional relationships with the current floor team, which will allow for a seamless transition into a supervisory role.

My primary goal in this new role would be to support the Warehouse Manager in [mention a company goal, e.g., increasing throughput or improving safety compliance]. I am confident that my firsthand knowledge of our operational challenges and my commitment to the company's growth make me the ideal internal candidate for this promotion.

I look forward to discussing how I can contribute to the management team. Thank you for your time and for considering my application.

Sincerely,

[Signature]

[Your Printed Name]