

[Your Name]

[Current Job Title]

[Employee ID]

[Date]

[Hiring Manager Name]

[Department Name]

RE: Application for Warehouse Supervisor Position

Dear [Manager Last Name],

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

During my tenure in the [Current Department], I have consistently demonstrated leadership by [mention a key achievement or task, e.g., streamlining inventory counts or mentoring new hires]. I am intimately familiar with our current Inventory Management System and have maintained an excellent record regarding [KPI or Safety Metric].

I am eager to transition into this leadership role to help the team meet our upcoming goals for [Year/Quarter]. My first-hand experience with our daily challenges allows me to implement solutions that increase efficiency while maintaining the high morale of our floor staff.

Thank you for considering my internal application. I look forward to discussing how my historical knowledge of [Company Name] operations can contribute to the success of the supervisory team.

Sincerely,

[Your Signature]

[Your Printed Name]