

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

[Date]

[Hiring Manager Name]
[Title, e.g., Operations Manager]
[Warehouse Location/Facility Name]

RE: Internal Application for Warehouse Supervisor - [Job Requisition Number]

Dear [Hiring Manager Name],

Please accept this letter as a formal expression of my interest in the Warehouse Supervisor position at [Facility/Location Name]. Having served as a [Current Title] within [Company Name] for the past [Number] years, I am eager to apply my deep understanding of our internal workflows and safety protocols to a leadership role.

During my tenure in the [Current Department], I have consistently [mention a key achievement, e.g., exceeded pick-rate quotas / maintained a zero-incident safety record]. I have also taken the initiative to [mention a leadership action, e.g., train new hires / assist in inventory audits], which has prepared me for the responsibilities of supervising a team and managing daily floor operations.

My familiarity with [Company Name]'s [mention specific software or WMS] and our specific supply chain objectives allows me to transition into this role with minimal downtime. I am committed to improving [mention a goal, e.g., shipment accuracy / labor efficiency] while upholding the high standards of safety our company requires.

I look forward to the possibility of discussing how my internal experience and dedication can contribute to the continued success of the [Specific Department] team. Thank you for your time and for considering my application.

Sincerely,

[Signature]

[Your Printed Name]