

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

[Hiring Manager Name]
[Title]
[Company Name]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the Director of Quality Assurance position at [Company Name]. Having served as [Current Title] for the past [Number] years, I possess a deep understanding of our current quality standards, product lifecycle, and organizational culture. I am eager to leverage this institutional knowledge to lead our QA department toward greater operational excellence.

During my tenure in the [Current Department], I have successfully contributed to several key initiatives, including [Specific Internal Achievement 1] and [Specific Internal Achievement 2]. These experiences have provided me with firsthand insight into our existing bottlenecks and the specific quality benchmarks our stakeholders expect. As Director, my primary focus will be on [Key Goal, e.g., scaling automation / streamlining cross-departmental compliance].

My familiarity with our internal teams and technical infrastructure allows me to bypass the traditional learning curve. I am prepared to immediately implement strategies that enhance our [Specific Process, e.g., regression testing or risk management frameworks] while mentoring the current QA team to reach their highest potential.

I welcome the opportunity to discuss how my vision for the Director of Quality Assurance role aligns with the company's strategic objectives for the upcoming fiscal year. Thank you for your time and for considering my internal application.

Sincerely,

[Your Signature]
[Your Printed Name]