

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

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

Re: Application for Interim Engineering Manager

Dear [Hiring Manager Name],

I am writing to formally express my interest in the Interim Engineering Manager position for the [Team Name]. Having served as [Current Title] for [Duration], I have a deep understanding of our current technical roadmap, team dynamics, and delivery goals. I am confident that I can provide the stability and leadership required during this transition period.

During my tenure at [Company Name], I have consistently demonstrated a commitment to our engineering excellence by [Mention 1-2 key technical or process achievements]. My familiarity with our current sprint cycles and cross-functional dependencies will allow me to step into this role immediately with zero ramp-up time, ensuring that [Project X or Goal Y] remains on schedule.

In this interim capacity, my primary focus will be to:

- Maintain team velocity and remove blockers for the engineering staff.
- Ensure clear communication between stakeholders and the development team.
- Support the professional growth of my peers through mentorship and clear feedback.
- Manage the transition phase to ensure a seamless handoff to the permanent lead.

I am eager to help the department maintain its momentum and support the team in this new capacity. Thank you for your time and for considering my application for this internal promotion.

Best regards,

[Your Signature]
[Your Printed Name]