

[Your Name]

[Current Job Title]

[Current Department/Team]

[Date]

To: [Hiring Manager Name]

Re: Application for Engineering Manager - [Target Team/Department]

Dear [Hiring Manager Name],

I am writing to formally express my interest in the Engineering Manager position within the *[Target Team Name]*. Having spent the last *[Number]* years at *[Company Name]* as a *[Current Role]*, I have developed a deep understanding of our technical infrastructure, product vision, and internal culture. I am eager to transition into this leadership role to help scale our engineering efforts and mentor the team.

During my tenure in the *[Current Department]*, I have consistently demonstrated leadership by *[mention a specific project, e.g., leading the migration of X service or improving sprint velocity by X%]*. This experience has provided me with unique insights into our cross-functional workflows and the specific challenges our engineers face daily. Specifically, I have:

- *[Key Achievement 1: Technical Leadership or Process Improvement]*
- *[Key Achievement 2: Mentorship or People Development]*
- *[Key Achievement 3: Collaboration with Stakeholders/Product]*

My familiarity with *[specific internal tool, codebase, or company value]* will allow me to hit the ground running and provide immediate support to the team. I am particularly excited about the *[Target Team]*'s upcoming focus on *[specific project or goal]* and believe my background in *[specific skill]* aligns perfectly with the technical roadmap.

I look forward to the opportunity to discuss how my institutional knowledge and leadership philosophy can contribute to the continued success of the *[Target Team Name]*. Thank you for your time and for considering my internal application.

Best regards,

[Your Signature]

[Your Printed Name]