**Internal Job Posting Email**

| Subject: Internal Job Opening: Looking for a new [Job Title]  Hi all,  We have an exciting opportunity open with the [department] as [Job title].  Although we have planned to post the job opening externally but before that we want to give all you employees an opportunity to apply for the open role. We strongly encourage any current employee who wants to apply for this role.  The [Job Title]’s role will require the following skills [mention the skills] and would highly be suitable for the person holding [qualification/experience].  We hope to begin interviews on [Date], and interested individuals should have expressed their interest by [Date]. Please fill out an internal application form and submit it to the Human Resources department.  All qualified and interested team members are encouraged to apply for this interesting opportunity. Please contact us directly if you require any additional information or specifics.  Sincerely,  [Your Name and Email Signature] |
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