Internal job posting email template | Workable

**Email subject line:** Internal job opening: [*Job\_title*] / Looking for a new [*Job\_title*]

Hi all,

As you may already know, there’s a vacancy for a [*Job\_title*] in our [*Department, e.g. Marketing Department*.] Although we plan to publish this job opening to external channels, we strongly encourage any current employee who is interested in the role to apply.

Our new [*Job\_title*] will work on the [*e.g. Product Marketing*] team and be responsible for [*mention two or three main duties.*]

To be considered for this role, you [*mention must-have and nice-to-have requirements, e.g. should have experience monitoring and deploying software using Python or Ruby and be interested in learning more about virtualization and automation scripts.*]

Click here [*insert link to job ad*] for a full job description.

To apply for this role, reply to this email by [*date*] with your resume and explain why you’re interested in this position.

Feel free to contact our HR team [*include contact details*] or refer to our company’s internal job posting policy [*insert link or mention that you’ve attached the relevant file*] if you have any questions about the position or the process.

Best regards,

[*Your name*]

[*Your email signature*]