Internal job posting email

Send it the day the role is approved, ideally five to ten business days before any external posting goes live. Send a reminder two or three days before the internal application deadline.

SINGLE VACANCY

Subject: Internal opening: [Job Title], [Department]

Hi everyone,

We're hiring a [Job Title] on the [Department] team in [Location / Remote], reporting to [Hiring Manager Name]. We're opening it to internal candidates first, until [Internal Deadline].

What you'd do:
- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

What you'll need:
- [Requirement 1]
- [Requirement 2]

Pay range: $[Min] to $[Max] [per year / per hour]
Schedule: [Schedule]

Who can apply: employees who have been in their current role at least [Number] months and are in good standing, as set out in our [Internal Posting Policy Link].

How to apply: submit your application at [Application Link] by [Internal Deadline]. Please let your current manager know you're applying; they won't be asked to approve it.

Questions about the role? Reach out to [Recruiter Name] at [Email].

[Your Name]
[Title]

WEEKLY ROUNDUP

Subject: This week's internal openings: [Number] roles

Hi team,

Here are this week's open roles. Internal applicants are reviewed first for each one.

- [Job Title], [Department], [Location], $[Pay Range]. Apply by [Date]: [Link]
- [Job Title], [Department], [Location], $[Pay Range]. Apply by [Date]: [Link]
- [Job Title], [Department], [Location], $[Pay Range]. Apply by [Date]: [Link]

Not sure if you're ready? Book 20 minutes with [Recruiter or HRBP Name] to talk through your options: [Booking Link].

All openings are listed at [Internal Jobs Page].

[Your Name]
[Title]

FRONTLINE LEAD OR TRAINER ROLE

Subject: Now hiring from within: [Job Title] at [Site Name]

Hi [Site Name] team,

We have [Number] [Job Title] openings on [Shift] and we want to fill them from our own people first.

You're eligible if you:
- have been here at least [Number] months
- meet [performance or attendance standard, e.g. your QA scores and attendance are in good standing]
- can work [Schedule]

Pay: $[Pay Rate] per hour, up from the [Current Role] rate.

To apply, [fill in the short form at Link / talk to your supervisor] by [Deadline]. Interviews will be held [Dates] on site, during your shift where possible.

Everyone who applies will hear back from us by [Decision Date].

[Your Name]
[Title], [Site Name]

PERSONAL NUDGE

Subject: Thought of you for [Job Title]

Hi [First Name],

We just posted a [Job Title] role on [Team Name], and your work on [specific project or strength] came to mind.

Details are here: [Link]. Internal applications close [Internal Deadline].

No pressure at all. If you want to talk it through first, I'm around this week.

[Your Name]
[Title]

SUBJECT LINE IDEAS

- Internal opening: [Job Title], [Department]
- Now hiring from within: [Job Title]
- This week's internal openings: [Number] roles
- Internal applicants first: [Job Title] on [Team Name]
- Thought of you for [Job Title]
- Last call: internal applications close [Internal Deadline]
- New role on [Team Name], open to employees first

SMS / WHATSAPP VERSION

Hi [First Name], [Company] has [Number] [Job Title] openings on [Shift] at [Site Name], paying $[Pay Rate]/hr, open to current employees first. Apply by [Deadline] at [Link] or ask your supervisor. Everyone who applies hears back by [Decision Date].

Placeholders to replace: [First Name], [Job Title], [Department], [Team Name], [Location / Remote], [Site Name], [Shift], [Hiring Manager Name], [Internal Deadline], [Min], [Max], [Pay Range], [Pay Rate], [Schedule], [Number], [Application Link], [Internal Posting Policy Link], [Recruiter Name], [Decision Date], [Email], [Your Name], [Title]