



LETTER OF INTENT

Field	Details
Name	[Your Full Name]
Current Position	[Insert Current Role]
Intended Position	[Insert Intended Role]
Date	[Insert Date]
Immediate Head	[Name of Supervisor]
Acknowledgment Secured	<input checked="" type="checkbox"/> Yes (attached) / <input type="checkbox"/> No (please =update)

Short Statement of Intent:

I am formally expressing my interest in applying for the position of **[Intended Position]**. I am currently working as a **[Current Position]** and have secured the acknowledgment of my immediate head for this application.

Throughout my tenure, I have developed and demonstrated **[insert 2–3 key skills or qualifications – e.g., leadership, process improvement, team collaboration, data analysis]** that I believe align well with the responsibilities of the intended role. I am confident that these experiences will allow me to contribute meaningfully and excel in this new capacity.

Thank you for your kind consideration.

Signature & Date:

Printed Name