

Internal job posting announcement email template

Tell employees about an open role first, with who can apply, how, and what happens to their current job.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Posting roles internally before or alongside external posting gives employees a path to grow without leaving. People who can't find a next step inside your company often find one somewhere else, and internal mobility is one of the strongest retention levers HR has.

The announcement has to answer the questions employees actually have. Am I eligible? Do I need to tell my manager? Will my manager hold it against me? What happens if I don't get it? Spell out the rules and the confidentiality you can and can't offer. Ambiguity is why many employees don't apply internally.

Version 1: Single internal posting

SUBJECT Internal opening: [Job title] on [Team]

Hi everyone,

We are opening a [Job title] role on the [Team] team, and we want to hear from internal candidates first. Applications are open to employees until [Date], before we post the role externally.

About the role: [Two or three sentences on the work and the team].

Pay range: [Range].

Reports to: [Manager name].

Location: [Location or remote].

Who can apply: employees who have been in their current role for at least [Number] months and are in good standing [adjust to your policy].

How to apply: submit your interest here: [Link]. Our policy is that you let your current manager know you are applying. [Or explain your confidentiality approach.]

Every internal applicant will hear back from [Recruiter name], and anyone not selected can ask for a career conversation about next steps.

[HR or recruiting contact]

[Company]

Version 2: Weekly internal jobs digest

SUBJECT This week's internal openings

Hi team,

Here are the roles open to internal applicants this week:

- [Job title], [Team], [Location], [Pay range], apply by [Date]
- [Job title], [Team], [Location], [Pay range], apply by [Date]
- [Job title], [Team], [Location], [Pay range], apply by [Date]

See all openings and our internal mobility policy here: [Link].

Thinking about a move but not sure where you fit? Book a 20-minute career chat with someone on the People team: [Link].

[People team]

Subject lines to try

- Internal opening: [Job title] on [Team]
- This week's internal openings
- Apply first: [Job title] is open to employees
- Looking for your next role? Start here
- New internal role on [Team]

How to personalize it

- Include the pay range so employees can judge whether it's a step up.
- State eligibility rules plainly, such as minimum time in role.
- Explain how and when to tell the current manager.
- Promise every internal applicant a response, and keep that promise.

Mistakes to avoid

- Posting internally after a favorite has already been chosen.
- Letting a manager block a qualified internal move without discussion.
- Vague rules that make employees afraid to apply.
- Rejecting internal candidates by form email.

| Legal and compliance notes

Colorado's Equal Pay for Equal Work Act requires employers to make reasonable efforts to announce promotional opportunities to all employees on the same day and before a selection is made, with pay range and benefits information, and to share career progression requirements. Other pay transparency laws may require the range in internal postings too. Check our pay transparency guide for your states.

| When to send it

Post internally three to seven business days before external posting, or at the same time if your policy says so. Send a weekly digest if you have more than a few openings at once, so employees learn where to look.

| Before you hit send

- The job title, pay range, and dates match what is in your applicant tracking system.
- Every placeholder in brackets has been replaced or deleted.
- Candidates who will be interviewed or assessed are told how to request an accommodation.
- Nothing in the message comments on age, family, health, or other protected characteristics.
- A real person is named as the contact, with a reply address someone checks.

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