

Business Contracts



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Employee Promotion Authorization Request

<<CurrentDate>>

Employee: <<ContractFirstName>> <<ContractLastName>>

Current Title: <<ContractJobTitle>>

Current Department: <<Department>>

Current Supervisor: <<Supervisor>>

New Title: << Insert the New Job Title >>

New Department: << Insert the New Department >>

New Supervisor: << Insert the New Supervisor Name >>

Effective Start Date: <<StartDate>>

Effective Date(s) Current Salary: << Insert the Employee's Current Salary >>

Proposed Salary: << Insert the Employee's New Salary >>

Instructions: *Supervisor must complete the following form and file it with the Human Resources Department. All Employee Promotion Authorization Requests must have an attached job description.*

Please state the reason(s) for selecting this employee for

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