

# Business Contracts



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**Employee Demotion Authorization Request**

<<CurrentDate>>

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

Current Title: <<ContractJobTitle>>

Current Department: <<Department>>

Current Supervisor: <<Supervisor>>

New Title: << Insert Employee's New Job Title >>

New Department: << Insert Employee's New Department >>

New Supervisor: << Insert Employee's New Supervisor >>

Effective Start Date of Demotion: <<StartDate>>

Effective Date(s)

Current Salary: << Insert Employee's Current Salary >>

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

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

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# S A M P L E

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