

Approval Request Form for Job Promotion

This **approval request form** sample streamlines the job promotion process by providing a clear and structured template for supervisors to recommend candidates. It ensures all necessary information is documented for efficient decision-making. Using this form helps maintain transparency and consistency in employee promotions.

Employee Information

Employee Name

Employee ID

Current Position

Department

Promotion Details

Proposed Position/Title

Proposed Effective Date

 YYYY-MM-DD

Supervisor Recommendation

Reason for Promotion

Summary of Employee's Performance

Additional Comments

Approvals

Supervisor Name

Date Submitted

 YYYY-MM-DD

HR Approval▼**Management Approval**▼

Submit Request