

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

[Supervisor Recommendation](#)

Reason for Promotion

Summary of Employee's Performance

Additional Comments

[Approvals](#)

Supervisor Name

Date Submitted

HR Approval

Select 

Management Approval

Select 

Submit Request