

Manager's Recommendation Document for Staff Promotion

Employee Name: _____

Current Position: _____

Department: _____

Date of Recommendation: _____

Proposed Position: _____

Effective Date: _____

Summary of Employee Performance

Key Achievements and Contributions

Manager's Recommendation and Rationale

Manager's Signature

Name: _____

Date: _____

HR/Director's Signature (if applicable)

Name: _____

Date: _____