

# Promotion Nomination Memo

Date: \_\_\_\_\_

**To:**

Head of Human Resources

**From:**

\_\_\_\_\_ (Supervisor/Manager Name)

**Subject:**

Nomination for Promotion â€“ Internal Applicant

**Employee Name:**

\_\_\_\_\_

**Current Position/Department:**

\_\_\_\_\_

**Proposed Position:**

\_\_\_\_\_

**Effective Date of Promotion:**

\_\_\_\_\_

**Justification:**

(Briefly describe the rationale for the promotion, including performance highlights, achievements, potential, and suitability for the proposed role.)

**Additional Comments:**

(Add any other relevant information or recommendations, if applicable.)

\_\_\_\_\_

Supervisor/Manager

Date: \_\_\_\_\_

\_\_\_\_\_

Department Head

Date: \_\_\_\_\_