

# Supervisorâ€™s Recommendation for Internal Advancement

Employee Name:

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Current Position/Department:

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Proposed Position/Department:

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Date of Recommendation:

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## Performance Summary

Summarize the employeeâ€™s key responsibilities and performance.

## Strengths and Accomplishments

List notable strengths, achievements, or skills relevant to advancement.

## Development Areas

Highlight areas for improvement, if any.

## Additional Comments

Any additional insights or context for this recommendation.

Supervisor's Name:

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Supervisorâ€™s Signature:

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Date:

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