

Supervisor's Recommendation for Internal Advancement

Employee Name:

Current Position/Department:

Proposed Position/Department:

Date of Recommendation:

Performance Summary

Summarize the employee'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:

Supervisor's Signature:

Date: