

# 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: \_\_\_\_\_