

# Manager's Recommendation Document for Staff Promotion

Employee Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Recommendation: \_\_\_\_\_

Proposed Position: \_\_\_\_\_

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

## Summary of Employee Performance

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## Key Achievements and Contributions

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## Manager's Recommendation and Rationale

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### Manager's Signature

Name: \_\_\_\_\_

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

### HR/Director's Signature (if applicable)

Name: \_\_\_\_\_

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