**Employee Promotion Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | | |
| **Department:** |  | **Form No:** |  |
| **Date:** |  | | |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | | |
| Employee ID |  | Designation (Before Promotion) |  |
| Department |  | Date of Joining |  |
| Current Salary / Pay Grade | |  | |

**Section 2: Promotion Details**

|  |  |  |  |
| --- | --- | --- | --- |
| New Designation / Title |  | New Department (if applicable) |  |
| Effective Date of Promotion |  | New Salary / Pay Grade |  |
| Type of Promotion | ☐ Merit-Based  ☐ Tenure-Based  ☐ Special Achievement  ☐ Other: | | |
| Salary Increase (%) |  | Reason / Justification for Promotion |  |

**Section 3: Performance Evaluation Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Previous Rating** | **Latest Rating** | **Remarks** |
| Job Knowledge |  |  |  |
| Work Quality |  |  |  |
| Teamwork |  |  |  |
| Leadership Skills |  |  |  |
| Punctuality & Attendance |  |  |  |
| Overall Performance |  |  |  |

**Section 4: Approval and Authorization**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorized By** | **Designation** | **Signature** | **Date** |
| Immediate Supervisor |  |  |  |
| Department Head |  |  |  |
| HR Manager |  |  |  |
| Director / CEO |  |  |  |

**Section 5: Acknowledgment by Employee**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, acknowledge and accept the above promotion details and revised terms.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_