**Employee Transfer and Promotion Form**

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

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee ID** | EMP-1045 | **Employee Name** | Sarah Mitchell |
| **Current Designation** | Marketing Executive | **Current Department** | Marketing |
| **Date of Joining** | 01-Jan-2021 | **Current Location** | New York Office |
| **Contact Number** | +1 555-678-9023 | **Email Address** | sarah.mitchell@company.com |

**Section 2: Transfer / Promotion Details**

| **Field** | **Details / Sample Entry** |
| --- | --- |
| Type of Change | ☐ Transfer ☐ Promotion ☐ Both |
| New Designation | Senior Marketing Manager |
| New Department / Division | Corporate Communications |
| New Supervisor | David Lee, Director of Marketing |
| Effective Date | 01-Nov-2025 |
| New Work Location | Chicago Office |
| Reason for Transfer/Promotion | Excellent performance in Q2 campaigns, leadership potential identified |

**Section 3: Salary & Benefits Adjustment**

| **Field** | **Details / Sample Entry** |
| --- | --- |
| Current Basic Salary | $5,000 |
| New Basic Salary | $6,200 |
| Increment Amount | $1,200 |
| Allowances / Bonuses | $800 |
| Total New Salary | $7,000 |

**Section 4: Approval Workflow**

| **Approval Level** | **Name & Designation** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Immediate Supervisor | David Lee, Director of Marketing |  |  |
| Department Head | Emma Johnson, HR Director |  |  |
| Managing Director / CEO | Michael Carter |  |  |

**Section 5: HR & Administration Use**

| **Field** | **Details** |
| --- | --- |
| HR Officer Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Record Updated On | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employee File Updated | ☐ Yes ☐ No |
| Notification Sent to Payroll | ☐ Yes ☐ No |
| System Update Completed | ☐ Yes ☐ No |

**Section 6: Employee Acknowledgment**

I acknowledge and accept the terms of my transfer/promotion as outlined above.

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