**Promotion Approval Form**

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

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** | John M. Carter | **Employee ID** | EMP-0421 |
| **Job Title (Current)** | Marketing Executive | **Department** | Marketing |
| **Supervisor** | Sarah Lee | **Date of Joining** | 15-Feb-2021 |

**Section 2: Promotion Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed New Position | Senior Marketing Manager | Proposed Effective Date | 01-Nov-2025 |
| New Department (if applicable) | Marketing & Communications | Reporting To | Director of Marketing |
| Type of Promotion | ☐ Merit-Based ☐ Performance ☐ Seniority ☐ Special Recommendation | | |
| Reason for Promotion | Consistent performance exceeding KPIs, leadership in Q3 campaign, and mentorship of junior staff. | | |

**Section 3: Performance Summary**

| **Evaluation Criteria** | **Rating (1–5)** | **Comments** |
| --- | --- | --- |
| Job Knowledge | 5 | Deep understanding of market analytics |
| Leadership & Teamwork | 5 | Effectively manages team projects |
| Initiative & Innovation | 4 | Introduced new campaign strategies |
| Attendance & Reliability | 5 | Excellent attendance record |
| Overall Performance | 4.8 | Exceptional |

**Section 4: Salary Adjustment**

| **Field** | **Details / Formula** |
| --- | --- |
| Current Salary | $4,000 |
| Proposed New Salary | $4,800 |
| Increment Amount | **Formula:** =B3-B2 → **$800** |
| Increment Percentage | **Formula:** =(B3-B2)/B2 → **20%** |

**Section 5: Approvals**

| **Role** | **Name** | **Signature** | **Date** | **Remarks** |
| --- | --- | --- | --- | --- |
| Immediate Supervisor | Sarah Lee | \_\_\_\_\_\_\_\_\_\_\_ | ***/***/\_\_\_\_ | Recommended |
| Department Head | Michael Tan | \_\_\_\_\_\_\_\_\_\_\_ | ***/***/\_\_\_\_ | Approved |
| HR Manager | Linda Brown | \_\_\_\_\_\_\_\_\_\_\_ | ***/***/\_\_\_\_ | Verified |
| Managing Director | Robert Smith | \_\_\_\_\_\_\_\_\_\_\_ | ***/***/\_\_\_\_ | Final Approval |

**Section 6: HR Use Only**

| **Field** | **Details** |
| --- | --- |
| Date of Implementation | ***/***/\_\_\_\_ |
| Employee Notified | ☐ Yes ☐ No |
| Updated in Payroll System | ☐ Yes ☐ No |
| HR Notes | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Notes:**

* All promotion requests must be accompanied by the latest performance appraisal.
* HR should verify budget availability before final approval.