

## Internal Employee Transfer/Promotion Form

This form should be filled by HR Department upon transfer/promotion of an employee

Is this

☐ Promotion

☐ Transfer

Employee Name

Date of Hire

ID #

Effective Date

FROM

TO

Current Position

New Position

Department

Department

Supervisor

Supervisor

Current Salary

Suggested Salary

VP Approval

Name -----  
Date -----  
Signature -----

VP Approval

Name -----  
Date -----  
Signature -----

Reason of Transfer/Promotion


Employee competencies as they are related to the new position


## Signatures & Approvals

VP for Administration	
Name	_____
Date	_____
Signature	_____

President Approval
Date: _____

HR/ETPF