

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 VP Approval

Reason of Transfer/Promotion

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Employee competencies as they are related to the new position

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Signatures & Approvals

VP for Administration	
Name
Date
Signature	

President Approval
Date:

HR/ETPF