



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

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For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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<<Company>>

Employee Promotion Authorization Request

<<CurrentDate>>

Employee:	<<ContractFirstName>> <<ContractLastName>>
Current Title:	<<ContractJobTitle>>
Current Department:	<<Department>>
Current Supervisor:	<<Supervisor>>
<hr/>	
New Title:	<< Insert the New Job Title >>
New Department:	<< Insert the New Department >>
New Supervisor:	<< Insert the New Supervisor Name >>
<hr/>	
	Effective Start Date: <<StartDate>>
Effective Date(s)	Current Salary: << Insert the Employee's Current Salary >>
	Proposed Salary: << Insert the Employee's New Salary >>

Instructions: Supervisor must complete the following form and file it with the Human Resources Department. All Employee Promotion Authorization Requests must have an attached job description.

Please state the reason(s) for selecting this employee for promotion.

DEMO CONTRACT

This demo contract has been truncated. The complete 2 page editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-job-promotion-authorization-form-template.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

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