



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

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When purchased, the Proposal Kit Professional or Contract Pack will also include many related documents many of which are designed to work together.

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 Demotion Authorization Request

<<CurrentDate>>

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

Instructions: *Supervisor must complete the following form and file it with the Human Resources Department.*

All Employee Demotion Authorization Requests must have attached job descriptions for each affected positions.

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

Employee Job Codes (Please check all that apply)

Employee's Current Status: Full-time Part-time Budgeted Non-budgeted

Additional Notes:

Changes to Benefits*** Verified by Human Resources**

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/html/legal-contract-templates/human-resources-templates/employee-job-demotion-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.

<<Address1>> <<Address2>> <<City>>, <<State>> <<PostalCode>>
Phone <<WorkPhone>>

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:

ProposalKit.com/htm/proposal-software-products.htm

