

# Business Contracts



## CONTRACT PACK

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See these articles for proposal and contract writing best practices: <http://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

<<Company>>

**Employee Demotion Authorization Request**

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<<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 >>

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**New Supervisor:** << Insert Employee's New Supervisor >>

---

**Effective Start Date of Demotion:** <<StartDate>>

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**Effective Date(s)** **Current Salary:** << Insert Employee's Current Salary >>

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**Proposed Salary:** << Insert Employee's New Salary >>

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**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*

## DEMO CONTRACT

This demo contract has been truncated to only show part of the first page. The complete 2 page editable version of this document is available in the Contract Pack template collections <http://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.



# S A M P L E

This sample has been truncated to only show a portion of the content. The complete editable version of this document is included with Proposal Kit Professional and Contract Packs available at:

<http://www.proposalkit.com/htm/proposal-software-products.htm>