

Date

TO:

FROM:

RE: **Request to Approve Reclassification or Skills Inventory Increase**

This request seeks approval for reclassification of (current position title) to (new position title).

The rationale for this change ENTER RATIONALE ALONG WITH IMPACT TO BUDGET and I have worked with Human Resources regarding this reclassification.

This recommendation seeks to make this reclassification effective DATE. Your consideration is greatly appreciated.

Recommended: _____ Date: _____

Recommended: _____ Date: _____

Recommended: _____ Date: _____

Recommended: _____ Date: _____

Approved: _____ Date: _____