

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: \_\_\_\_\_