



Date: _____

To Store Director:

I am requesting the following checked items:

A promotion/transfer from:

Maintenance/Courtesy to Part-Time

Regular Part-Time to Modified Part-Time position

Part-Time Food Handler to Full-Time position

Part-Time to Meat Cutter Training Program

Current store to _____

(name of new location)

Merit raise

I ask that you please consider this request. Thank you for your time.

Sincerely,

CC: UFCW Local 663

Employee Full Name:

Hire Date:

Store Name and Location:

Position Requested: