

[REDACTED]

Cc: Balaji Yelamanchili; [REDACTED]

Subject: Promotion Requests - FY15 Q1 Submission due July 31st

Hi everyone

Promotion requests are processed once a quarter in Balaji's organization. The Q1 requests must be first approved by one of Balaji's direct reports and submitted to me no later than **Thursday, July 31st**.

For your convenience, I have attached the promotion templates for Independent Contributor and Management positions._

Balaji will review all promotion requests through this quarterly process, excluding requests to specific levels. The attached "Promotion Approval Matrix" outlines these details.

Please note, Balaji has requested managers to refrain from discussing "promotion status" with employee until approval is communicated. The overall promotion process is time-consuming and we ask for your patience.

If you have any questions or require further information, feel free to contact me directly. **Please share this information with all managers.**

Thanks very much.

Templates Due to [REDACTED]	
Q1	July 31
Q2	Oct 31
Q3	Jan 30
Q4	April 30