

Vacancy Replacement Forecast Report

Report Summary

Department	Human Resources
Report Date	2024-06-01
Reporting Period	July 2024 - December 2024
Prepared By	Jane Doe

Forecasted Vacancies

Employee Name	Position	Reason for Vacancy	Expected Date of Vacancy	Replacement Plan
John Smith	Recruitment Officer	Retirement	2024-08-30	Internal Transfer
Maria Liu	HR Coordinator	Resignation	2024-09-15	External Hire
Ahmed Hassan	Payroll Specialist	Promotion	2024-11-01	Internal Promotion

Summary of Replacement Strategies

Replacement Strategy	Number of Vacancies
Internal Transfer/Promotion	2
External Hire	1

Important Notes

- Forecasts are based on current employee notifications and HR data; actual vacancies may vary.
- Timely replacement is crucial to prevent workflow interruptions.
- Regular updates to the forecast report are recommended for accurate workforce planning.
- Confidentiality should be maintained regarding employee transition plans.