

Income Advancement Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Income Advancement for Exemplary Contribution

Dear [Employee's Name],

We are pleased to inform you that, in recognition of your exemplary contributions to [Company/Organization Name], we have decided to advance your income. Your dedication and hard work have significantly impacted our team's success, and we want to acknowledge your efforts.

Effective [Effective Date], your salary will be increased to [New Salary Amount]. This advancement is a reflection of your outstanding performance and commitment to excellence.

Thank you for your continued contributions to our organization. We look forward to your ongoing success and growth within our team.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]