

# Acknowledgment of Employee Referral

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to acknowledge the referral of [Referee's Name] for the position of [Job Title] in our company. Your recommendation is invaluable to us, and we appreciate your effort in helping us find top talent.

If [Referee's Name] is hired, you will be eligible for the rewards as outlined in our Employee Referral Program.

Thank you for your continued support in making our team stronger.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]