

Approval for Employee Referral Program

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Approval for Employee Referral Program

Dear [Employee Name],

We are pleased to inform you that your referral of [Referee's Name] for the position of [Job Title] has been approved. We appreciate your initiative in helping us find talented individuals to join our team.

Your referral aligns with our commitment to building a strong and capable workforce. As a token of appreciation, you will be eligible for the referral bonus as outlined in the Employee Referral Program policy.

Thank you for your continued support and for being an invaluable part of our organization. If you have any questions, please feel free to reach out.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]