

# You're Invited to Participate in Our Employee Referral Program!

Dear [Employee's Name],

We are excited to announce the launch of our Employee Referral Program, designed to reward you for referring talented individuals to join our team!

As a valued employee, you have a unique insight into our company culture and the type of candidates that will succeed here. We encourage you to refer qualified friends, family members, or professional connections who would thrive in our environment.

For each successful referral that leads to a new hire, you will receive a referral bonus of [insert amount or reward details].

To get started, simply visit [insert link] to submit your referrals, or reach out to our HR team at [insert email].

Thank you for helping us find our next great team members!

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]