

Employee Referral Program Participation

Date: [Insert Date]

Dear [Employee's Name],

We are excited to inform you that you have been selected to participate in our Employee Referral Program. Your contributions to our team have not gone unnoticed, and we believe your network could help us find exceptional talent.

Please refer potential candidates by submitting their resumes to [HR email] and ensure they mention your name in their application. For every successful hire, you will be eligible for a reward of [insert reward details].

Thank you for being a valuable member of our team. We look forward to your referrals!

Best regards,
[Your Name]
[Your Job Title]
[Company Name]