

Internal Referral Bonus Acknowledgment

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that your referral of [Referee's Name] for the position of [Job Title] has been successful. As a result, you are eligible for the Internal Referral Bonus as per our company policy.

The bonus amount of [Bonus Amount] will be processed and included in your next payroll cycle.

Thank you for helping us find talented individuals to join our team. Your commitment is greatly appreciated.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]