

Internal Referral Bonus Inquiry

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to inquire about the status of the internal referral bonus I submitted for the candidate [Candidate's Name], whom I referred for the position of [Job Title] on [Date of Referral].

I would appreciate any updates regarding the processing of this referral bonus and any relevant timelines I should be aware of.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]