

# Internal Referral Bonus Notification

Dear [Employee's Name],

We are excited to inform you that your referral of [Referral's Name] has been successful. [He/She/They] have officially joined [Company Name] as [Job Title].

As a token of our appreciation for your contribution to our team's growth, you will receive an internal referral bonus of [Bonus Amount]. This bonus will be reflected in your upcoming pay period.

Thank you for helping us find great talent. Your efforts are greatly valued.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]